WELCOME
To a Regular Meeting of the
Coeur d'Alene City Council
Held in the Library Community Room

AGENDA

VISION STATEMENT

Our vision of Coeur d'Alene is of a beautiful, safe city that promotes a high quality of life and sound economy through excellence in government.

The purpose of the Agenda is to assist the Council and interested citizens in the conduct of the public meeting. Careful review of the Agenda is encouraged. Testimony from the public will be solicited for any item or issue listed under the category of Public Hearings. Any individual who wishes to address the Council on any other subject should plan to speak when **Item F - Public Comments** is identified by the Mayor. The Mayor and Council will not normally allow audience participation at any other time.

6:00 P.M. **September 18, 2018**

A. CALL TO ORDER/ROLL CALL

B. INVOCATION: Pastor Chris Lauri, Anthem Friends

C. PLEDGE OF ALLEGIANCE

D. AMENDMENTS TO THE AGENDA: Any items added less than forty eight (48) hours prior to the meeting are added by Council motion at this time.

E. PRESENTATION: Lifesaving Award

Presented by: Deputy Fire Chief Tom Greif

F. PUBLIC COMMENTS: (Each speaker will be allowed a maximum of 3 minutes to address the City Council on matters that relate to City government business. Please be advised that the City Council can only take official action this evening for those items listed on the agenda.)

*****ITEMS BELOW ARE CONSIDERED TO BE ACTION ITEMS**

G. ANNOUNCEMENTS
1. **City Council**
2. **Mayor**
    a. Appointments - Derek Kahler and Beverly Moss to the Arts Commission

ACTION ITEMS CONTINUED:

H. CONSENT CALENDAR: Being considered routine by the City Council, these items will be enacted by one motion unless requested by a Councilmember that one or more items be removed for later discussion.

1. Approval of Council Minutes for the September 4, 2018 Council Meeting.
2. Approval of Minutes for the September 10, 2018 General Services Committee Meeting
3. Approval of Bills as Submitted.
4. Approval of Financial Report.
5. Setting of General Services and Public Works Committees meetings for September 24, 2018 at 12:00 noon and 4:00 p.m. respectively.
6. Approval of the repurchase of Cemetery Lot 307, Block F, Section RIV. Om the Forest Cemetery Annex, from Denise Berg (decedent of Donna Bozarth).
7. Setting a public hearing for October 16, 2018 for A-2-17m: Zoning Prior to Annexation of +/- 48 acres from County Industrial to City C-17 (Commercial at 17 units/acre) and+/- 46 acres of Spokane River to NW (Navigable Water) located at 3074 W. Seltice Way; Applicant: City of Coeur d'Alene
8. Setting a public hearing for November 6, 2018 for A-3-18: A proposed 7.18 acre Annexation from County Agricultural to City R-8, located at: 2008, 1950 & 1914 Prairie Avenue Applicant: Coeur d'Alene School District 271
9. **Resolution No. 18-052** -
   a. Approval of amendments to Personnel Rules XI, XXV, and XXVI, regarding holidays and exempt employees, and approval of the Classification and Compensation Plan by adopting all fire and police job descriptions.
   b. Approval of benefit plan changes and renewal rates with Regence BlueShield of Idaho and Dental Blue Connect (Willamette) effective October 1, 2018.
   c. Approval of the revised 2018 Water Department Construction Standards.
   d. Declaration as surplus, maquettes received as part of the public art selection process, and authorize staff to dispose of the maquettes.

   As Recommended by the General Services Committee

   e. Approval of a Letter of Agreement with Kootenai County for Public Transportation.

   As Recommended by the City Administrator

I. OTHER BUSINESS:

1. **Resolution No. 18-053** - Approval of a Labor Agreement with the Lake City Employees Association

Staff Report by: Troy Tymesen, City Administrator

ACTION ITEMS CONTINUED:

J. PUBLIC HEARINGS:

1. (Legislative) Fiscal year 2017-2018 Annual Appropriations Amendment Hearing

Staff Report by: **Vonnie Jensen, Comptroller**

   a. **Council Bill No. 18-1023 -** Approving Fiscal Year 2017-2018 Annual Appropriations Amendment

2. (Quasi-Judical) ZC-3-18, 925 W. Emma, Zone change from R-12 to C-17L request by: Melrose Properties, LLC

Staff Report by: Mike Behary, Associate Planner

K. ADJOURNMENT

This meeting is aired live on CDA TV Spectrum Cable Channel 1301 and on Facebook live through the City's Facebook page.

NOTE: The City will make reasonable accommodations for anyone attending this meeting who require special assistance for hearing, physical or other impairments. Please contact the City Clerk at (208) 769-2231 at least 72 hours in advance of the meeting date and time.

Coeur d'Alene

CITY COUNCIL MEETING

September 18, 2018

MEMBERS OF THE CITY COUNCIL:
Steve Widmyer, Mayor
Council Members Edinger, English, Evans, Gookin, McEvers, Miller

ANNOUNCEMENTS

Memo to Council

DATE: September 13, 2018
RE: Appointments to Boards/Commissions/Committees

The following appointments are presented for your consideration for the September 18th Council Meeting:

DEREK KAHLER	ARTS COMMISSION
BEVERLY MOSS	ARTS COMMISSION

Copies of the data sheets have been placed by your mailboxes.

Sincerely,

Amy Ferguson
Executive Assistant

cc: Renata McLeod, Municipal Services Director
Amy Ferguson, Arts Commission staff support

CONSENT CALENDAR

MINUTES OF A REGULAR MEETING OF THE CITY
COUNCIL OF THE CITY OF COEUR D'ALENE, IDAHO,
HELD AT THE LIBRARY COMMUNITY ROOM

September 4, 2018

The Mayor and Council of the City of Coeur d'Alene met in a regular session of said Council at the Coeur d'Alene City Library Community Room, September 4, 2018 at 6:00 p.m., there being present upon roll call the following members:

Steve Widmyer, Mayor

Dan English	) Members of Council Present
Woody McEvers	)
Dan Gookin	)
Kiki Miller	)
Loren Ron Edinger	)
Amy Evans	)

CALL TO ORDER: Mayor Widmyer called the meeting to order.

INVOCATION: Lead Pastor Geoffrey Winkler with New Life Church provided the invocation.

PLEDGE OF ALLEGIANCE: Councilmember McEvers led the Pledge of Allegiance.

FIRE DEPARTMENT RECOGNITION TO ARMSTRONG PARK AND FERNAN HILL AREA NEIGHBORS FOR EARNING NATIONAL RECOGNITION FOR WILDFIRE PREPAREDNESS: Fire Inspector Bobby Gonder explained that the communities of Armstrong Park and Fernan Hill have earned the Armstrong Park Neighborhood and Fernan Hill Area neighbors Firewise USA® recognition status from the National Fire Protection Association. The efforts were led by community chairpersons Jim Miller (Armstrong Park) and Gene Foster (Fernan Hill). Firewise USA® is a nationwide program that provides formal recognition to communities implementing actions to protect people and properties from the risk of fire in the wildland/urban interface. Participants reduce their wildfire risks by participating in the program and completing requirements each year. The City's Fire and Parks and Recreation Department staffs worked with interested citizens in these wildland urban interface areas to complete a community wildfire hazard assessment and developed an action plan that will guide their efforts to reduce risks to residents and their homes. Implementation of the plan has begun, and will continue as part of the program's annual renewal requirements. In addition, two community Fire Preparedness events were held in the spring of 2018. Since these two community events, many property owners have been conducting fuel reduction projects in both areas. Mayor Widmyer asked if there were other neighborhoods moving toward recognition. Inspector Gondor noted that there are approximately seven other areas that would fit this program model; although, each community must do annual in-kind donations of $24.14 per dwelling unit in order to keep within national standards. Mayor Widmyer noted the importance of this education based on the amount of wildland fire smoke experienced each summer.

PUBLIC COMMENTS:
Susie Snedaker, Coeur d'Alene, noted that last night's fireworks went off about 10:00 p.m. and her poodle, which has Addison's disease, is at great risk during these times. She believes that 10:00 p.m. is late and is affecting many people in the lower quadrant of town and that there is no community notice as to when the fireworks will go off. Ms. Snedaker attended the Parks and Waterworks advisory meeting seeking resolution, and they were not sure who is responsible and they recommended that the Council consider regulation of the fireworks. She requested the Council consider some type of relief from the fireworks. Mayor Widmyer noted that the City is not the regulatory body and that a City resolution would be meaningless. Ms. Snedaker noted that the citizens of Coeur d'Alene are negatively affected and she does not think it is fair. Mayor Widmyer noted that he would talk to County Commissioners and talk further with the Council. City Attorney Mike Gridley noted that the County is working on a draft ordinance for noise control and this might be a time to weigh in with County officials.

CONSENT CALENDAR: **Motion** by McEvers, seconded by Edinger, to approve the Consent Calendar.

1. Approval of Council Minutes for the August 21, 2018 Council Meeting.
2. Approval of Minutes for the August 27, 2018 General Services Committee Meeting
3. Approval of Bills as Submitted.
4. Setting of General Services and Public Works Committees meetings for September 10, 2018 at 12:00 noon and 4:00 p.m., respectively.
5. Approval of Sale and Consumption of Alcohol within a Designated Area of the Right-of-Way of the 1600 Block of Sherman Avenue in Conjunction with PARK(ing) It On Sherman Event
6. Approval of a Temporary Banner across Sherman Avenue Right-of-Way for PARK(ing) It on Sherman Event
7. **Resolution No. 18-047** - A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING THE FOLLOWING ACTIONS OF THE CITY OF COEUR D'ALENE: THE PURCHASE OF FOUR (4) VEHICLES FOR THE POLICE DEPARTMENT FOR AN AMOUNT NOT TO EXCEED $139,000; THE RELOCATION OF CENTRAL BARK DOG PARK AT A COST NOT TO EXCEED $10,000; AND THE REBUILD OF THE FINANCE AND CUSTOMER SERVICE COUNTER FOR A COST OF $27,741 USING PERSONNEL SAVINGS.

ROLL CALL: Edinger Aye; Evans Aye; English Aye; Miller Aye; McEvers Aye; Gookin Aye. **Motion Carried.**

COUNCILMEMBER ANNOUNCEMENTS:

Mayor Widmyer asked for confirmation of the appointment of Fay Sweney to the Library Board.

MOTION: Motion by Edinger, seconded by McEvers, to appoint Fay Sweney to the Library Board. **Motion carried.**

MEMORIAL GRANDSTANDS FINAL COST ESTIMATES PRESENTATION: Steve Roth with Architect's West provided an update regarding the Memorial Field Grandstand

project. He noted that the request for bids is currently being advertised for a September 28, 2018 bid opening. He also provided a historical review of the grandstands and noted the consistent design from various historic buildings in the early 1900's , which have been incorporated into the design of the grandstand remodel. Mr. Roth reviewed the floor and site plan of the project and provided a rendering of the final design and materials. He presented a bid estimate of $1.5 million for construction, inclusive of the add alternates, and expressed hope that construction will begin in October with an April 2019 completion. Councilmember Edinger questioned if lights on the roof would be a foul ball hazard. Mr. Roth noted that with the new orientation of the field, the roof location for the lights is the furthest away, while still being functional. Discussion ensued regarding the soft costs and differences between the base bid and add alternates. Mr. Roth said he would send the Council the full breakdown of those details. Councilmember Miller asked if the number of ADA seats is based on a code requirement. Mr. Roth confirmed that those were the correct required number of seats based on the code. Councilmember Miller asked why the gutters and drainage were an add alternate and not in the base bid. Mr. Greenwood explained that items not required by code were included with the add alternates, and confirmed it would help with longevity of building.

RESOLUTION NO. 18-048

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING THE ALLOCATION OF FUNDS FROM THE PARKS CAPITAL IMPROVEMENT FUND TO ASSIST WITH THE REMODELING COSTS ASSOCIATED WITH THE MEMORIAL FIELD GRANDSTANDS.

STAFF REPORT: Parks and Recreation Superintendent Bill Greenwood noted that in a review of the add alternates, it was noted that several would give the structure better longevity. Ignite CDA has agreed to split the total add alternate costs with the City by 50% and, therefore, the City's portion could come from Parks Capital Improvement Fund in the amount of $136,881.50. The add alternates include public restrooms, an improved concessions area, locker rooms, storage, and a plaza seating area. Mr. Greenwood noted that structural upgrades will insure that this historic structure will be here for future generations to enjoy and he recommends funding of them.

DISCUSSION: Councilmember McEvers asked if NIC has contributed to the project and, if so, what do they get for their contribution. Mr. Greenwood confirmed that they had contributed $150,000 and they will get continued use of the facility. Councilmember McEvers asked if NIC would assist with add alternate costs. Mr. Greenwood noted that he had not asked NIC, as ignite agreed to split the costs. Mayor Widmyer noted that a better motion would simply state that the City would agree to pay 50% out of the Parks Capital Fund, rather than a specific amount as the bids have not been opened yet.

MOTION: Motion by Edinger, seconded by McEvers to approve **Resolution No. 18-048 -** approving the allocation from the Parks Capital Improvement Fund to assist with 50% of the add alternate cost of the Memorial Field Grandstand project.

ROLL CALL: Evans Aye; Miller Aye; McEvers Aye; Gookin Aye; English Aye; Edinger Aye. **Motion carried**.

ANNEXATION OF A-1-18 - 1.22 ACRE ANNEXATION FROM AGRICULTURAL SUBURBAN TO R-17 ZONING DISTRICT FOR 2400 N. 15TH STREET; APPLICANT: ASPEN HOMES AND DEVELOPMENT, LLC.- PURSUANT TO COUNCIL ACTION ON AUGUST 21, 2018 .

RESOLUTION NO. 18-049

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING AN ANNEXATION AGREEMENT WITH ASPEN HOMES AND DEVELOPMENT, LLC, CONCERNING A PARCEL OF LAND NEAR THE INTERSECTION OF 15TH STREET AND BEST AVENUE, KNOWN AS 2400 N. 15TH STREET.

MOTION: Motion by Gookin, seconded by McEvers to approve **Resolution No. 18-049**, approving an Annexation Agreement with Aspen Homes and Development, LLC.

ROLL CALL: Miller Aye; McEvers Aye; Gookin Aye; English Aye; Edinger Aye; Evans Aye. **Motion carried.**

COUNCIL BILL NO. 18-1021

AN ORDINANCE ANNEXING TO AND DECLARING TO BE A PART OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, SPECIFICALLY DESCRIBED PORTIONS OF SECTION 7, TOWNSHIP 50 NORTH, RANGE 3 WEST, BOISE MERIDIAN; ZONING SUCH SPECIFICALLY DESCRIBED PROPERTY HEREBY ANNEXED; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE HEREOF.

MOTION: Motion by McEvers, seconded by Edinger, to dispense with the rule and read **Council Bill No. 18-1021** once by title only.

ROLL CALL: McEvers Aye; Gookin Aye; English Aye; Edinger Aye; Evans Aye; Miller Aye; **Motion carried**.

MOTION: Motion by English, seconded by McEvers, to adopt **Council Bill 18-1021**.

ROLL CALL: McEvers Aye; Gookin Aye; English Aye; Edinger Aye; Evans Aye; Miller Aye; **Motion carried**.

RESOLUTION NO. 18-050

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE COEUR D'ALENE FIREFIGHTERS LOCAL NO. 710, INTERNATIONAL ASSOCIATION OF FIREFIGHTERS.

STAFF REPORT: City Administrator Troy Tymesen explained that this is the second of three labor agreements to come forward; the third and final agreement to be presented at the next Council meeting. The contract term proposed for this contract is four years and includes a 2.5% fixed annual cost of living adjustment for each year; a 1% increase to maximum of each rank for each year; a reducing of the amount of years it takes to reach the maximum of the pay scale from 9½ years to 5 years; medical premium cost for employees with dependent coverage will increase from 5% to 10%; an update to the HRA/VEBA contribution to a flat rate based on rank; and a Military Leave benefit addition.

DISCUSSION: Mayor Widmyer thanked Union President Eric Paul for a good round of negotiations and noted that he represented their members and the City of Coeur d'Alene.

MOTION: Motion by Edinger, seconded by Gookin to approve **Resolution No. 18-050**, approving a Labor Agreement with Fire Fighter Union Local #710.

ROLL CALL: Gookin Aye; English Aye; Edinger Aye; Evans Aye; Miller Aye; McEvers Aye. **Motion carried**.

RESOLUTION NO. 18-051

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH H2A ARCHITECTS, P.A., AS THE CONSULTANT FOR THE DESIGN, CONSTRUCTION BIDDING, AND ENGINEERING SERVICES FOR A NEW WATER ADMINISTRATION AND MAINTENANCE FACILITY.

STAFF REPORT: Water Superintendent Terry Pickel explained the constraints of the existing site, including the use by four departments and a gas line easement under Jenny Stokes Field. The Water Department is proposing to construct a new administration and maintenance facility on City-owned property located at Howard Street and Neider Avenue. A portion of the property is currently used by Wastewater for the Compost Facility. He noted that there is sufficient space between Howard Street and the Compost Facility to construct a 25,000 square foot building with adequate yard facilities so that the department can move the majority of their operations to the Howard Complex. Mr. Pickel noted that draft site plans and building designs have been circulated to pertinent departments to generate all necessary requirements for final design and construction permitting. The construction is proposed to be a clear span steel structure that is very utilitarian in nature and can be easily expanded in the future if the need arises, as demonstrated through drawings presented. Funding for the proposed project is included in the current fiscal year budget, as well as the next fiscal year budget. The 2018 Fiscal Year line item

was originally budgeted at $1.5 million for construction. However, this estimate was arrived at over 2 years ago in brief research of building costs, and the latest detailed research indicates that with rapidly rising steel prices, labor shortages, and the booming economy, construction prices have risen to an anticipated $2.2 to $2.5 million, and will continue to rise. With Council approval of a consultant services agreement, negotiated at $157,212.00, or approximately 7% of the anticipated construction cost, staff will work with the consultant to prepare final design for permitting and construction bidding this winter. The proposals received were from H2A Architects, Design West Architects, Architects West, and Longwell Trapp Architects. Staff utilized a preapproved scoring system to evaluate the submittals, with H2A Architects receiving the highest overall score.

DISCUSSION: Councilmember Gookin asked what staff functionality would not be included in this move. Mr. Pickel explained that the storage bunkers at the Ramsey complex will need to be reconstructed and there are various storage buildings on other sites for well maintenance that will stay at those sites. Councilmember Gookin asked for clarity regarding the funding and what the potential debt service options were. Mr. Pickel explained that the utility has cash on hand, but wants to keep 3 months of operating reserves, so there is potential for a low interest lease or loan. They will know more when the final construction estimates are known. Councilmember Gookin asked if this was a part of the City's master plan for the Ramsey Campus. Mr. Pickel noted that it was not within the City master plan. Councilmember McEvers asked if rates will have to be raised to fund the project. Mr. Pickel explained that this project is included in the current rate study that will be presented to the Council soon. Councilmember Miller asked if there was potential on the site for future expansion and what the life expectancy of the building would be. Mr. Pickel confirmed that there was and that the building has room for expansion as well and that the life expectancy of the building is 50 years. Councilmember Miller asked if there had been discussion regarding different materials or holding off bids until a future date that might result in lower construction cost. Mr. Pickel talked to several contractors who think that construction costs will continue to rise over the next four years before they stabilize, and noted that this is the lowest cost material type he could use. Councilmember Gookin explained that he will oppose this agreement because he thinks the City needs a facility master plan of the Ramsey Road campus first and that he believes it will be cheaper in the future. Councilmember McEvers felt that the City is almost built out at Ramsey and a master plan is not needed and the Water Department project is covered through rate payers and not the General Fund. Councilmember Gookin noted that they still have to finance a piece of the project. Councilmember English felt that construction costs are not likely to get cheaper and thinks it makes sense economically. Additionally, if some large traffic can be moved off Ramsey Road it will be a benefit to the community and staff trying to get in and out of the facility. Mayor Widmyer suggested that the Water Department get a cost estimate to move all their storage off the site as a bid alternate. He noted that Mr. Tymesen is working on the Ramsey Campus plan due to the Police Department needing more space sometime in the next year and the need to look at different egress for Fire and the Street Department.

MOTION: Motion by McEvers, seconded by Evans to approve **Resolution No. 18-051**, Approval of an Agreement with H2A Architects, PA for design and construction consultant services for the Water Administration and Maintenance Facility.

ROLL CALL: English Aye; Edinger Aye; Evans Aye; Miller Aye; McEvers Aye; Gookin No. **Motion carried.**

(LEGISLATIVE) FISCAL YEAR 2018- 2019 ANNUAL APPROPRIATIONS HEARING

STAFF REPORT: City Comptroller Vonnie Jensen noted that significant changes in revenue to the General Fund included new growth, 2.25% tax, highway user and state sales and liquor tax, and fund balance. She explained the levy amount at $23,202,716. She reviewed the tax option from 1% to 3% and the impact each would have on the budget, noting the proposed amount to be 2.25%. Ms. Jensen provided a comparison of the statewide foregone amounts, noting that Coeur d'Alene is the second highest in the state. She noted that the September 30, 2017 unassigned Fund Balance is $8,328,872, which is 20% of the Fiscal Year 18/19 Plan, and provided a historical view of the Fund Balance percentages. She reviewed the list of capital items that will be funded out of the Fund Balance, as well as, personnel changes and associated costs totaling 3.6 FTE at $241,481. Expenses included in the $1.6 million increase are noted as COLA, Merit Increase and Capital Outlay. Ms. Jensen reviewed the taxable city valuation and the levy rates over the past few years. She provided the example of a house with the assessed value of $255,000 that would pay $66.78 per month, which is $4.39 lower than last year, as well as several other examples based on higher assessed values. She reviewed a few changes from the proposed financial plan to what is being proposed tonight including a reduction in the property tax increase by .75%, proposing it to be a 2.25% increase instead of 3%.

DISCUSSION: Councilmember Gookin asked if the final numbers include everything from the County and State and labor contract negotiations. Ms. Jensen confirmed that the numbers have been provided by the County and the State and that there is one labor contract awaiting approval but they are very close.

PUBLIC COMMENT: Mayor Widmyer opened public comments.

Suzie Snedaker, Coeur d'Alene, noted that this is the 18th year she has spoken in regard to the annual budget. She questioned the planning professional services line item of $66,000 for the Comprehensive Plan, as prior Planning Commissioners, as volunteers, and a staff wrote the previous plan. She questioned the $35,000 budgeted for CDA2030, as it is a nonprofit, and she objects to paying for their services. She felt that citizens in each quadrant of the City should be able to participate in the Comprehensive Plan. She questioned why there is funding for the Parks BID and last year's funding of the dog park, while Person Park has not been funded even after it was master planned. She questioned why $25,000 was allocated for docks at Harbor Center and why the City continues to pay $7,500 a year to the Parks Foundation and noted that the City is not receiving quarterly reports from them. The Downtown Association receives $52,000 annually pursuant to Resolution 11-039, through a maintenance agreement; however, she believes the maintenance is not occurring and many items are in a deteriorated condition. She urged Council to not adopt a 3% property tax increase. Mayor Widmyer noted that the dog park on Atlas Road is on land not owned by the City and the landowner noted they were taking the land back so the City allocated funding to move/replace/expand that existing park. He also noted that the Panhandle Parks Foundation does a lot of work fund raising for the City parks and financial reporting is a good input. Mr. Tymesen explained that the Downtown Association maintenance agreement works and that the signals need to be painted and he has been working

on a solution for that. Mr. Greenwood explained that he made an offer to purchase the dog park land, which was what the $100,000 was allocated toward; however, the church declined the offer. This year there was $10,000 allocated for the movement of the park to a new location. The BID item is an allocated fund for irrigation maintenance, and solid waste expenses went to the Parks BID. In reference to the dock at Harbor Center, Mr. Greenwood explained that he was approached by a dock company with the idea of building a dock for a rental dock system, which did not occur, but it spurred the idea for the City to do the project. Councilmember McEvers asked about the Person Field development status. Mr. Greenwood explained that a few years ago the City spent $80,000 on an irrigation system and provided some upgrades with playground equipment and trees. The master plan called for replacement of a restroom facility and additional parking; however, they are not focused on that park this year as there are other project priorities. Mayor Widmyer suggested the Parks and Recreation Commission review the master plan for Person Field.

Lorna Carpenter, Coeur d'Alene, noted that there have been 6,000 new residents move into Coeur d'Alene over the last 10 years, making the population rise from 44,000 people to 50,000. Since 2008 and 2009, the Fire Department, Police Department and Streets Department have increased their budget, respectively, by $1.2 million, $7.3 million and $1.2 million. She feels that the people moving here come for our services, and they come here to make their own way. Local taxpayers are paying their taxes on Idaho wages. She spoke about affordable housing and its meaning to her and her ability to stay in their home. She encouraged the Council to stop the overspending for 6,000 new people. She questioned the department heads having the City's best interest at heart.

Mayor Widmyer closed public testimony.

DISCUSSION: Councilmember Gookin recommended a zero percent property tax increase and specifically requested cutting the chip seal program and related capital expenses as he believes it should be further vetted for quality, and suggested that the overlay budget be funded an additional $200,000 to bring it back to its original funding. Additionally, he suggested that police radios be cut and that EMS revenue be amended to reflect the current amount expected.

MOTION: Motion by Gookin, seconded by Miller to amend Council Bill 18-1020 language to remove the internal chip seal program and capital costs including the dump trucks, chip spreader, distributor, street worker position, and used equipment, and increase the overlay budget by $200,000 (to bring it back to prior funding levels), remove the police radios, and the additional EMS revenues of $29,000.

DISCUSSION: Councilmember McEvers noted that he remembers when snow gates were presented to the City as an innovative idea and Council approved it because they believed the citizens deserved the best snow removal system that we could offer. Additionally, he noted that the Street Department staff came up with the beet juice deicer program that has been very successful. He explained that he believes the City is judged by the condition of the streets and believes that there will be a two or three year payback for the program. He noted that his personal property taxes will go down even with the proposed property tax increase, and that he thinks the program is critical to implement now with certain staff members in place that have the

experience to make it successful. He felt the one-time expense of $480,000 out of the Fund Balance is much less than the cost of employee wage increases and he does not want to kick it down the street. Councilmember Gookin noted that there was a recent Letter to the Editor in the Press from Dean Haagenson that expressed that this would compete with private enterprise and that if we bring it in-house, it should be done right. He noted that he had asked for specific information regarding how much money would be saved he never got an answer and he thinks private sector should continue to do the street overlay and chip seal. Councilmember McEvers noted that he was concerned with how long it took to do Government Way and Ironwood Drive because all contractors are busy and the City has a great crew that could manage it better. Councilmember Miller asked how this would be job-costed and shared and said that she still has the same concerns. She noted that this is a large commitment, and one would have to project out into the future and it could be upside down due to equipment or supply costs. Councilmember Miller explained that she does not believe this has been fully vetted and that it would be the money saver it is projected to be. Mayor Widmyer noted that it does take a crew of 8 to 15 people to do a project, so Street staff will be moved from other projects to do chip seal projects. Councilmember Miller noted that some people own their own supplies for bidding of the work and can control the supply costs; however, it is unknown how the city would control those costs.

Councilmember Evans asked if Mr. Tymesen could give some information in Tim's absence. Mr. Tymesen explained that the there is a cross benefit for dump trucks as the current ones need to be replaced and will assist with the removal of snow and leaves. He noted that the Streets Department can control buying the chip product and would have better control of the oil that goes down as the fog coat and the intent was to buy a used grader and do some much needed alley maintenance. He noted that this topic was brought forward at strategic planning and through a Council sub-committee. Mr. Tymesen also noted that employee COLA's and merit increases total $1.1 ,illion and will be on-going, increasing costs over the years. He noted that the City needs ongoing cash flow and a way to fund capital is through one-time monies. He concurred that property tax is the number one issue, and the City can slowly buy equipment after the Council vets the program further; however, the property tax revenue is imperative to moving forward with employee contracts. Councilmember English concurred that it was discussed at a Public Works Committee meeting and preliminarily it makes a lot of sense, and that projects will cost more if we do not take care of things now. He likes the idea, and sees this more of the City taking care of its infrastructure, so it is reasonable for us to be doing that kind of work. The project has good potential but he felt that it is maybe not ready this year and that he would be open to consider a property tax increase next year, as he would not support taking more out of the Fund Balance. Councilmember Edinger noted that he is not in favor of taking things out of the Fund Balance and would like to hear from the Street Superintendent regarding this project. Councilmember McEvers asked if the motion is approved, would it affect the operating costs. Mr. Tymesen reiterated the funding mechanism for the chip seal program. Ms. Jensen noted that all of the items are associated with revenues; therefore, if the 2.25% in property tax is removed, it will be difficult to fund the employee agreements next year. She reiterated that the ongoing cost would have to come out of the Fund Balance if the property tax is removed.

Councilmember Miller noted that even if the budget is approve with the property tax included, the chip seal project could deny it at that time it comes to the Public Works Committee. She

noted that ongoing expenses are going to be an issue in the future if the property tax increase is not approved now. Councilmember Gookin expressed his disagreement with the need for a property tax increase, as the Fund Balance cycles in and out and thinks it will not be a huge impact. Ms. Jensen explained that the expenses for the employee merit and COLA increases amount to approximately $1.8 million, and believes it would be hard to fund without 2.25% as they will go up again next year. Councilmember Gookin said that he believes the Fund Balance goes up every year. Ms. Jensen noted that a lot of the past Fund Balance increases were due to Police not being fully staffed and they plan to be fully staffed this year and forthcoming years so she cannot guarantee the Fund Balance will continue to rise. She reminded Council that the City recently bought a mill site and that may not be paid back for years. Councilmember Miller said that she hates to have the whole budget swing on one department's recommendation and it feels like the chip seal project not vetted out and should come back later. Councilmember Edinger asked for clarification as to why the chip seal program was being proposed. Mr. Tymesen explained that it was looked at as an attempt to keep roads in as good a shape as City staff can do and is a great way to improve the streets. Councilmember Edinger asked if the Police Department can forego the radios. Police Chief White confirmed they can handle the cut, as long as there is an increase in the other line item that can cover the needed replacements. Councilmember Edinger asked for clarification regarding the EMS revenue. Fire Chief Gabriel confirmed that this is a correction to the line item, as new information was recently received. Councilmember McEvers asked if this amendment would change the fact that the City would still need the revenue from taxes for the employee agreements. Ms. Jensen reiterated that when the chip seal project was included in the budget there were associated revenues to cover those expenses, so she would recommend removing those line items as well and they were not tax-related. Councilmember McEvers noted that the proposed motion's intent is to remove the chip seal program to avoid raising taxes and he does not think it would accomplish that as the employee costs are ongoing as well as the cost of doing business. Ms. Jensen noted that she has not seen the proposal so she is unable to answer that with certainty. Mayor Widmyer noted that part of the money that was added was from the Enterprise Fund and that equipment was left in, so Sanitation Fund transfers are left in. Councilmember Gookin confirmed that he would like to un-fund the chip seal project and he believes this is something the private sector does, who can do it cost effectively and efficiently. Councilmember McEvers noted that the City does have people that do everything and he sees this as a City job that is just evolving and can provide more quality assurance. Councilmember English noted that he has no problem taking the chip seal out and review it in a year, but if financial staff says if we don't take the property tax increase, he agrees we will have a large impact down the road.

ROLL CALL: English No; Edinger Aye; Evans No; Miller Aye; McEvers No; Gookin Aye. Mayor broke the tie by voting in the affirmative. **Motion carried**.

Mayor Widmyer called for a 15- minute recess. The meeting reconvened at 8:49 p.m.

COUNCIL BILL NO. 18-1022

AN ORDINANCE ENTITLED "THE ANNUAL APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018"; APPROPRIATING THE SUM OF $90,685,504 TO DEFRAY THE EXPENSES AND LIABILITIES OF THE CITY OF COEUR

D'ALENE FOR SAID YEAR; LEVYING A SUFFICIENT TAX UPON THE TAXABLE PROPERTY WITHIN SAID CITY FOR GENERAL REVENUE PURPOSES FOR WHICH SUCH APPROPRIATION IS MADE; LEVYING SPECIAL TAXES UPON THE TAXABLE PROPERTY WITH SAID CITY FOR SPECIAL REVENUE PURPOSES WITHIN THE LIMITS OF SAID CITY OF COEUR D'ALENE, IDAHO; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE HEREOF.

BE IT ORDAINED by the Mayor and City Council of the City of Coeur d'Alene, Kootenai County, Idaho:

That the sum of $90,685,504 be and the same is hereby appropriated to defray the necessary expenses and liabilities of the City of Coeur d'Alene, Kootenai County, Idaho, for the fiscal year beginning October 1, 2018.

That the objects and purposes for which such appropriations are made are as follows:

GENERAL FUND EXPENDITURES:	
Mayor and Council	$264,838
Administration	320,169
Finance Department	1,182,771
Municipal Services	1,881,130
Human Resources	387,110
Legal Department	1,231,937
Planning Department	727,982
Building Maintenance	552,832
Police Department	14,557,464
Drug Task Force	100,000
Police Department Grants	115,292
Fire Department	10,047,296
General Government	86,850
Streets / Engineering	4,926,544
Parks Department	2,301,573
Recreation Department	762,423
Building Inspection	960,120
TOTAL GENERAL FUND EXPENDITURES:	$40,406,331

SPECIAL REVENUE FUND EXPENDITURES:	
Library Fund	$1,724,388
Community Development Block Grant	408,854
Impact Fee Fund	521,500
Parks Capital Improvements	131,500
Annexation Fee Fund	286,000
Cemetery Fund	389,955

Cemetery Perpetual Care Fund	207,000
Jewett House	30,955
Reforestation/Street Trees/Community Canopy	110,000
Public Art Funds	348,500
TOTAL SPECIAL FUNDS:	$4,158,652

ENTERPRISE FUND EXPENDITURES:	
Street Lighting Fund	$650,050
Water Fund	12,197,334
Wastewater Fund	19,759,659
Water Cap Fee Fund	1,700,000
WWTP Cap Fees Fund	1,000,000
Sanitation Fund	4,154,083
City Parking Fund	289,880
Drainage Fund	1,799,624
TOTAL ENTERPRISE EXPENDITURES:	$41,550,630
FIDUCIARY FUNDS:	$2,961,960
STREET CAPITAL PROJECTS FUNDS:	731,000
DEBT SERVICE FUNDS:	876,931
GRAND TOTAL OF ALL EXPENDITURES:	$90,685,504

That a General Levy of $20,156,067 on all taxable property within the City of Coeur d'Alene be and the same is hereby levied for general revenue purposes for the fiscal year commencing October 1, 2018.

That a Special Levy upon all taxable property within the limits of the City of Coeur d'Alene in the amount of $2,566,219 is hereby levied for special revenue purposes for the fiscal year commencing October 1, 2018.

MOTION: Motion by Miller, seconded by Gookin, to dispense with the rule and read **Council Bill No. 18-1022** once by title only.

ROLL CALL: English Aye; Edinger Aye; Evans Aye; Miller Aye; McEvers No; Gookin Aye. **Motion carried.**

MOTION: Motion by Gookin, seconded by Miller, to adopt C**ouncil Bill 18-1020.**
DISCUSSION:

ROLL CALL: English Aye; Edinger Aye; Evans No; Miller Aye; McEvers No; Gookin Aye. **Motion carried.**

ADJOURNMENT: Motion by Gookin, seconded by McEvers that there being no other business this meeting be adjourned. **Motion carried.**

The meeting adjourned at 8:52 p.m.

_____

ATTEST: Steve Widmyer, Mayor

_____

Renata McLeod, CMC, City Clerk

GENERAL SERVICES COMMITTEE
MINUTES
September 10, 2018
12:00 p.m., Library Community Room

COMMITTEE MEMBERS PRESENT
Councilmember Ron Edinger
Councilmember Kiki Miller
Councilmember Amy Evans

STAFF PRESENT
Troy Tymesen, City Administrator
Amy Ferguson, Executive Asst.
Melissa Tosi, HU Director
Terry Pickel, Water Superintendent
Mike Gridley, City Attorney
Kyle Marine, Asst. Water Supt.

Item 1 Approval of Personnel Rule Amendments
Consent Calendar

Melissa Tosi, Human Resources Director, presented a request for Council approval of amendments to Personnel Rules XI, XXV, and XXVI, specific to holidays and exempt employees. Additional, approval was requested to update the City's current Classification and Compensation Plan by adopting all fire and police job descriptions that were updated last year during the classification and compensation study.

Ms. Tosi noted in her staff report that last fiscal year, the Lake City Employees Association and Exempt employees agreed to the holiday change from observing the employees birthday holiday in exchange for December 24th. The Fire Union and Police Association also agreed to this holiday exchange in their recently approved collective bargaining agreements. Now that all employee groups are on the same holiday schedule, the Personnel Rules can be updated. The proposed updates to the department head and LLSA exempt rules are general housekeeping updates and updates based on having consistency with the recently approved collective bargaining agreements. The specific holiday language can now be deleted in the department head and FLSA Exempt employee rules since it is now captured in Rule XI. Additionally, the maximum vacation accrual and COLA percentage is being updated to match the police and fire collective bargaining agreement language. Through negotiations with the fire union and police association this year, it was agreed to adopt the job descriptions that were updated by BDPA, Inc. through the classification and compensation study last year. These proposed amendments have been discussed with the Executive Team and posted for all employees to review. The purpose of the amendments is to provide an accurate and consistent policy.

MOTION: Motion by Gookin, seconded by Evans, that Council approve the proposed amendments to Personnel Rules XI, XXV, and XXVI, specific to holidays and exempt employees, and approve the City's current Classification and Compensation Plan by adopting all fire and police job descriptions that were updated last year during the classification and compensation study. Motion carried.

Item 2 Approval of Benefit Plan Changes & Renewals
Consent Calendar

Melissa Tosi, Human Resources Director, presented a request for Council approval of benefit plan changes and renewal rates effective October 1, 2018.

Ms. Tosi noted in her staff report that the Medical Review Committee's goal is to minimize rate increases and strategically address employee cost sharing for medical benefits. The committee, per contract, consists of representatives from the Lake City Employee's Association, Fire Union, Police Association, Non-represented and Exempt employees. Along with the City's broker, the Murray Group, the committee meets regularly throughout the year to understand market trends, review alternate plans and consider changes.

Ms. Tosi said that there was a lot of discussion regarding the medical benefits through the negotiation process. The Regence rate increase that started at 11% is down to a 3% increase for the City. Last year the increase was 0%. Employees have agreed to a $250.00 deductible for branch name prescriptions, an increase of the office visit copay from $15.00 to $20.00, and an increase in the Emergency Room copay from $75.00 to $200.00. In addition, the employees have also agreed to increase the employee shared contribution for dependents from 5% to 10% effective October 1st. The Willamette Dental plan will see a premium increase of 1.33%, but no benefit changes.

MOTION: Motion by Evans, seconded by Gookin, that Council approve the benefit plan changes and renewal rates effective October 1, 2018. Motion carried.

Item 3 Adoption of Revised Water Department Construction Standards
Consent Calendar

Terry Pickel, Water Superintendent, presented a request for Council adoption of the 2018 revision of the Water Department Construction Standards designed to augment the Idaho Standards for Public Works Construction (ISPWC).

Mr. Pickel noted in his staff report that the Water Department Construction Standards, formally adopted by Council in 2009, were in need of current revisions to match the latest update to the standard drawings and relevant changes in the water industry. The standards are designed to augment the ISPWC with additional detail to fill in gaps that contractors and suppliers typically question. Adoption of the provisions will enable the engineers to produce a more exactingly detailed set of construction plans and supporting specifications. By visually helping the contractors to reduce mistakes, less time will be required with City personnel for inspections and correction of disapproved or defective work as well as having to walk contractors through the proper procedures. Staff has endeavored to generate the most informative and user friendly construction document providing detailed information and supporting construction and project management documentation, and step-by-step procedures.

Mr. Pickel clarified that the changes are housekeeping changes to follow up with the Standard Drawing updates. One other change is that they took out one brand of water meter that they no longer use.

MOTION: Motion by Gookin, seconded by Evans, that Council adopt the revised 2018 Water Department Construction Standards. Motion carried.

Item 4 Declaration of Surplus – Public Art Maquettes
Consent Calendar

Troy Tymesen, City Administrator and Interim Arts Commission Liaison, presented a request that Council declare maquettes (models) received as part of a public art selection process as surplus once the selection process has been completed, and authorize staff to dispose of the maquettes through public means via auction/silent auction, or donation on a piece by piece basis to NIC (or other college art department), the school district, the Museum of North Idaho, etc., if deemed to be of value, or to authorize staff to destroy the maquettes if they are deemed to have no value, at the discretion of the Arts Commission liaison.

Mr. Tymesen noted in his staff report that, historically, major calls to artists issued for placement of public art within the City of Coeur d'Alene have required that the artist submit a maquette, or scale model, of the proposed art piece. The maquette is used to aid the Arts Commission selection committee in understanding the artist's proposal, the materials to be used, and the scale of the piece. The maquettes have also been used to solicit public comment and as a way to generate public interest and excitement about the projects. Once a public art project has been awarded, the maquettes have traditionally been placed in storage to gather dust and fall into disrepair, or they are displayed at the library. Pursuant to the letter of agreement signed by the artists, the artists receive a stipend for the preparation of the maquette, and the maquettes become the property of the City of Coeur d'Alene. If an artist desires to retain the maquette after the selection process has been completed, the artist must return the stipend that he/she has received. There is no cost to the City to dispose of the maquettes that have no value. For those that are deemed to be of value, there would be minimal staff time involved to either send the pieces to auction/silent auction at the annual Mayor's Awards in the Arts in October, or donate them on a piece by piece basis. Any funds received from the sale of the maquettes would be deposited into the Art Fund which was used to fund the public art project. The disposal of maquettes from previous public art projects, at the discretion of the Arts Commission liaison, is an efficient way to manage the City's ever-increasing maquette collection, while increasing much needed storage space at City Hall and the Library and generate public interest in the arts.

Councilmember Gookin said that he would favor the silent auction at the Mayor's Awards as a more respectful way to deal with the maquettes. Councilmember Evans confirmed that the Arts Commission is in favor of the request.

MOTION: Motion by Evans, seconded by Gookin, that Council declare that maquettes (models) received as part of the public art selection process shall be surplus once the selection process has been completed, and authorize staff to dispose of the maquettes through public means via auction/silent auction, or donation on a piece-by-piece basis to NIC (or other college art department), the school district, the Museum of North Idaho, etc., if deemed to be of value, or to authorize staff to destroy the maquettes if they are deemed to have no value, at the discretion of the Arts Commission liaison. Motion carried.

The meeting adjourned at 12:12 p.m.

Respectfully submitted,

Amy C. Ferguson
Executive Assistant

CITY OF COEUR D'ALENE

Treasurer's Report of Cash and Investment Transactions

FUND	BALANCE 7/31/2018	RECEIPTS	DISBURSE-MENTS	BALANCE 8/31/2018
General-Designated	$1,687,565	$29,545	$68,158	$1,648,952
General-Undesignated	15,337,765	2,855,193	4,832,733	13,360,225
Special Revenue:				
Library	481,891	11,441	137,165	356,167
CDBG	13,788		8,570	5,218
Cemetery	33,568	36,892	34,116	36,344
Parks Capital Improvements	704,532	1,273,765	1,235,534	742,763
Impact Fees	3,029,887	74,278	1,780	3,102,385
Annexation Fees	287,975	470		288,445
Cemetery P/C	1,494,415	6,630	3,120	1,497,925
Jewett House	41,144	1,767	2,919	39,992
Reforestation	30,807	50		30,857
Street Trees	186,488	9,004	2,925	192,567
Community Canopy	3,282	5		3,287
Public Art Fund	65,671	107	460	65,318
Public Art Fund - ignite	544,769	1,890	8,500	538,159
Public Art Fund - Maintenance	84,610	598	699	84,509
Debt Service:				
2015 G.O. Bonds	60,812	4,180		64,992
Capital Projects:				
Street Projects	584,270	209,475	355,266	438,479
Enterprise:				
Street Lights	(19,577)	45,919	50,392	(24,050)
Water	2,785,111	840,644	582,782	3,042,973
Water Capitalization Fees	6,276,477	102,364		6,378,841
Wastewater	6,710,138	952,040	1,620,052	6,042,126
Wastewater-Reserved	1,148,681	27,500		1,176,181
WWTP Capitalization Fees	1,299,957	223,965		1,523,922
WW Property Mgmt	60,668			60,668
Sanitation	1,472,149	368,067	292,760	1,547,456
Public Parking	(805,506)	1,979,305	679,915	493,884
Drainage	1,121,048	90,801	59,189	1,152,660
Wastewater Debt Service	1,037,336	324,115	322,420	1,039,031
Fiduciary Funds:				
Kootenai County Solid Waste Billing	242,071	230,511	242,083	230,499
LID Advance Payments	12			12
Police Retirement	1,093,531	14,241	14,249	1,093,523
Sales Tax	1,531	3,127	1,531	3,127
BID	192,408	16,444	1,000	207,852
Homeless Trust Fund	2,286	332	2,268	350
GRAND TOTAL	$47,291,559	$9,734,665	$10,560,586	$46,465,638

I HEREBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE, ON THE CASH BASIS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Vonnie Jensen

Vonnie Jensen, Comptroller, City of Coeur d'Alene, Idaho

CITY OF COEUR D'ALENE
BUDGET STATUS REPORT
ELEVEN MONTHS ENDED
August 31, 2018

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGETED	SPENT THRU 8/31/2018	PERCENT EXPENDED
Mayor/Council	Personnel Services	$233,336	$213,043	91%
	Services/Supplies	11,400	8,838	78%
Administration	Personnel Services	357,463	311,548	87%
	Services/Supplies	22,950	21,233	93%
Finance	Personnel Services	744,010	556,296	75%
	Services/Supplies	461,215	447,435	97%
Municipal Services	Personnel Services	1,283,631	1,199,878	93%
	Services/Supplies	494,919	407,488	82%
	Capital Outlay	10,000	9,385	94%
Human Resources	Personnel Services	255,486	219,865	86%
	Services/Supplies	56,225	31,963	57%
Legal	Personnel Services	1,132,172	1,038,453	92%
	Services/Supplies	65,253	46,871	72%
Planning	Personnel Services	582,544	479,930	82%
	Services/Supplies	135,100	81,814	61%
	Capital Outlay			
Building Maintenance	Personnel Services	362,828	301,310	83%
	Services/Supplies	152,475	148,521	97%
	Capital Outlay			
Police	Personnel Services	12,405,906	11,133,969	90%
	Services/Supplies	1,143,778	1,025,714	90%
	Capital Outlay	34,840	77,803	223%
Fire	Personnel Services	9,101,092	8,591,434	94%
	Services/Supplies	607,909	497,218	82%
	Capital Outlay		229,685	
General Government	Services/Supplies	105,900	111,509	105%
	Capital Outlay		8,866,701	
Byrne Grant (Federal)	Services/Supplies		21,534	
	Capital Outlay			
COPS Grant	Personnel Services	121,939	49,219	40%
	Services/Supplies			
CdA Drug Task Force	Services/Supplies	30,710	26,339	86%
	Capital Outlay			
Streets	Personnel Services	2,694,412	2,450,908	91%
	Services/Supplies	1,459,540	544,732	37%
	Capital Outlay	287,000	268,735	94%

CITY OF COEUR D'ALENE
BUDGET STATUS REPORT
ELEVEN MONTHS ENDED
August 31, 2018

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGETED	SPENT THRU 8/31/2018	PERCENT EXPENDED
Engineering Services	Personnel Services	242,736	230,972	95%
	Services/Supplies	98,350	106,694	108%
	Capital Outlay			
Parks	Personnel Services	1,483,915	1,266,166	85%
	Services/Supplies	558,450	486,600	87%
	Capital Outlay	60,000	55,960	93%
Recreation	Personnel Services	559,345	478,302	86%
	Services/Supplies	190,330	142,323	75%
	Capital Outlay	6,400	68,736	1074%
Building Inspection	Personnel Services	836,397	778,152	93%
	Services/Supplies	40,196	25,727	64%
	Capital Outlay			
Total General Fund		38,430,152	43,059,003	112%
Library	Personnel Services	1,250,412	1,114,793	89%
	Services/Supplies	208,000	221,451	106%
	Capital Outlay	160,000	142,049	89%
CDBG	Services/Supplies	384,049	128,190	33%
Cemetery	Personnel Services	193,807	178,922	92%
	Services/Supplies	100,500	92,853	92%
	Capital Outlay			
Impact Fees	Services/Supplies	745,000	515,631	69%
Annexation Fees	Services/Supplies	398,240	398,240	100%
Parks Capital Improvements	Capital Outlay	146,500	1,598,612	1091%
Cemetery Perpetual Care	Services/Supplies	157,000	130,146	83%
Jewett House	Services/Supplies	25,855	9,199	36%
Reforestation	Services/Supplies	5,000	399	8%
Street Trees	Services/Supplies	100,000	94,446	94%
Community Canopy	Services/Supplies	2,000	621	31%
Public Art Fund	Services/Supplies	443,500	135,651	31%
		4,319,863	4,761,203	110%
Debt Service Fund		882,181	579,681	66%

CITY OF COEUR D'ALENE
BUDGET STATUS REPORT
ELEVEN MONTHS ENDED
August 31, 2018

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGETED	SPENT THRU 8/31/2018	PERCENT EXPENDED
Seltice Way	Capital Outlay		(24,827)	
Seltice Way Sidewalks	Capital Outlay	332,000	1,072	0%
Traffic Calming	Capital Outlay	45,000	24,948	55%
Govt Way - Hanley to Prairie	Capital Outlay		5,585	
Levee Certification	Capital Outlay			
Fastlane Project	Capital Outlay		118,161	
Medina Avenue	Capital Outlay	160,000	15,421	10%
Kathleen Avenue Widening	Capital Outlay	195,000		
Margaret Avenue	Capital Outlay			
Garden Avenue signal	Capital Outlay		180,204	
4th and Dalton	Capital Outlay	25,000		
US 95 Upgrade	Capital Outlay	195,000		
15th Street	Capital Outlay	60,000	8,296	14%
Ironwood	Capital Outlay	225,000		
		1,237,000	328,860	27%
Street Lights	Services/Supplies	639,720		
Water	Personnel Services	1,975,543	1,825,369	92%
	Services/Supplies	4,421,891	1,420,183	32%
	Capital Outlay	3,630,000	1,341,084	37%
Water Capitalization Fees	Services/Supplies	866,000		
Wastewater	Personnel Services	2,684,202	2,387,367	89%
	Services/Supplies	7,042,103	1,901,955	27%
	Capital Outlay	10,881,000	9,224,512	85%
	Debt Service	2,177,063	2,176,503	100%
WW Capitalization	Services/Supplies	2,200,000		
Sanitation	Services/Supplies	3,500,806	3,185,438	91%
Public Parking	Services/Supplies	271,846	218,972	81%
	Capital Outlay	83,000	464,243	559%
Drainage	Personnel Services	111,160	101,783	92%
	Services/Supplies	794,658	369,432	46%
	Capital Outlay	362,000	200,530	55%
Total Enterprise Funds		41,640,992	24,817,371	60%
Kootenai County Solid Waste		2,600,000	2,230,469	86%
Police Retirement		176,554	160,593	91%
Business Improvement District		176,000	71,000	40%
Homeless Trust Fund		5,200	3,884	75%
Total Fiduciary Funds		2,957,754	2,465,946	83%
TOTALS:		$89,467,942	$76,012,064	85%

I HEREBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE, ON THE CASH BASIS, ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Vonnie Jensen

Vonnie Jensen, Comptroller, City of Coeur d'Alene, Idaho

City of Coeur d Alene
Cash and Investments
8/31/2018

Description	City's Balance
U.S. Bank	
Checking Account	1,053,658
Checking Account	21,827
Investment Account - Police Retirement	1,076,342
Investment Account - Cemetery Perpetual Care Fund	1,494,415
Wells Fargo Bank	
Federal Home Loan Bank Bond	998,007
Community 1st Bank	
Certificate of Deposit	1,006,659
Certificate of Deposit	205,603
Idaho Central Credit Union	
Certificate of Deposit	251,345
Idaho State Investment Pool	
State Investment Pool Account	40,100,569
Spokane Teacher's Credit Union	
Certificate of Deposit	255,088
Cash on Hand	
Finance Department Petty Cash	500
Treasurer's Change Fund	1,350
Police Change Fund	75
Library Change fund	180
Cemetery Change Fund	20
Total	46,465,638

I HEREBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Vonnie Jensen, Comptroller, City of Coeur d'Alene, Idaho

CEMETERY LOT TRANSFER/SALE/REPURCHASE PROCEDURE AND ROUTING SLIP

Request received by: Municipal Services / Kelley Sellers / 9.7.18
Department Name / Employee Name / Date

Request made by: Denise Berg / 206.941.5522
Name / Phone

26807 Carnaby Way, Kent WA 98032
Address

The request is for: /✓/ Repurchase of Lot(s)
/ / Transfer of Lot(s) from _____ to _____

Niche(s): _____, _____, _____.
Lot(s): 307, _____, _____, _____, _____, _____. Block: F Section: RIV
Lot(s) are located in / / Forest Cemetery /X/ Forest Cemetery Annex (Riverview).
Copy of / / Deed or / / Certificate of Sale must be attached.
Person making request is / / Owner / / Executor* / / Other* _____

*If "executor" or "other", affidaviats of authorization must be attached.

Title transfer fee ($_____) attached**.
**Request will not be processed without receipt of fee. Cashier Receipt No.: _____

ACCOUNTING DEPARTMENT Shall complete the following:

Attach copy of original contract.

Vonnie Jensen
Accountant Signature

CEMETERY SUPERVISOR shall complete the following:

1. The above-referenced Lot(s) is/are certified to be vacant: /X/ Yes / / No
2. The owner of record of the Lot(s) in the Cemtery Book of Deeds is listed as:
   Donna Bozarth
3. The purchase price of the Lot(s) when sold to the owner of record was $500.00 per lot.

MB / 9/7/2018
Supervisor's Init. / Date

LEGAL/RECORDS shall complete the following:

1. Quit Claim Deed(s) received: / / Yes / / No.

Person making request is authorized to execute the claim: _____ / _____
Attorney Init. / Date

I certify that all requirements for the transfer/sale/repurchase of cemetery lot(s) have been met and recommend that that transaction be completed.

_____ / _____
City Clerk's Signature / Date

COUNCIL ACTION

Council approved transfer/sale/repurchase of above-referenced Lot(s) in regular session on: _____
Mo./ Day /Yr.

CEMETERY SUPERVISOR shall complete the following:

Change of ownership noted/recorded in the Book of Deeds: / / Yes / / No
Cemetery copy filed / /; original and support documents returned to City Clerk / /

_____ / _____
Cemetery Supervisor's Signature / Date

Distribution: Original to City Clerk
Yellow copy Finance Dept.
Pink copy to Cemetery Dept.

State of ~~Idaho~~ Washington /
/ s.s.
County of King /

AFFIDAVIT
(LACK OF PROBATE)

Denise Lynne Berg, being first duly sworn, deposes and says:

1. That the undersigned affiant is the daughter of Donna Bozarth, who died on July 19 2018 At Issaquah (City) Washington (State) then being a legal resident of King (County) Washington (State)

NOTE: a Death Certificate of decedent is attached hereto.

2. ( ) Decedent left no last Will ; or
(X) Decedent left a last Will which has not yet been probated , and a true copy of which is attached hereto and the same was never revoked; or
( ) Decedent left a last Will which was probated in _____ County, State of _____, and an authenticated copy of Order admitting Will to probate of Decree of Distribution is attached hereto.

3 .The heirs at law of decedent, and their ages, relationship to decedent, and current addresses are as follows (including spouse, natural or adopted children, issue of any predeceased child, and surviving parents, brothers or sisters of decedent)

HEIRS AT LAW

(FULL NAME)	(AGE)	(RELATIONSHIP)	(CITY)	(STATE)
Denise Lynne Berg	63	daughter	Kent	WA
Debbie Kay Bozarth	60	daughter	Priest River	ID
David Craig Henry	59	son	Seattle	WA
Diana Marie Pixley	56	daughter	Castle Rock	CO

4. All the debts of the decedent and/or the marital community, including but not limited to , all expenses of decedent's last illness, funeral and burial, and all applicable federal and state succession or inheritance taxes have been fully paid, except as follows: —

5. As of date of death, the value of all community property of decedent was approximately $ 500.00, and the value of separate property was approximately —.

6. Other:

Denise L. Berg
Signature (must be signed in presence of Notary)

Subscribed and sworn to before me by Denise Lynne Berg this 31st day of Aug. 2018

Notary Public for the State of ~~Idaho~~ Washington
Residing at Covington, WA
My commission expires: 6/19/2022

MARIA GABRIELLE LIM
NOTARY PUBLIC
STATE OF WASHINGTON
COMMISSION EXPIRES
200336
6-19-22

CITY OF COEUR d'ALENE CEMETERY QUIT CLAIM DEED

FOR VALUE RECEIVED, I /We Denise Lynne Berg
(do/does) hereby convey, release, remise and forever quit claim unto

The City of Coeur d'Alene
whose address is: 710 East Mullan Avenue
Coeur d' Alene, Idaho 83814

the following described premises:

Lots (s) 307 Block F Section RIV

in the Riverview Cemetery, according to the plat thereof, now on file and of record in the office of the County Recorder of said Kootenai County, in the City of Coeur d'Alene, together with their appurtenances.

Dated this 31 day of August, 2018

Signed: Denise L. Berg

STATE OF ~~IDAHO~~ Washington
COUNTY OF ~~KOOTENAI~~ King
On this 31st day of August, 2018 before me, a Notary Public, personally appeared Denise Lynne Berg, known to me to be the person(s) whose name(s) is/are subscribed to the within instrument, and acknowledged to me that (he/she/they) executed the same.

Notary Public for ~~Idaho~~ Washington
Residing at : Covington, WA
My commission expires: 6/19/2022

MARIA GABRIELLE LIM NOTARY PUBLIC 200336 COMMISSION EXPIRES 6-19-22 STATE OF WASHINGTON

CITY OF COEUR d'ALENE CEMETERY QUIT CLAIM DEED

FOR VALUE RECEIVED, I /We DAVID HENRY

(do/does) hereby convey, release, remise and forever quit claim unto

The City of Coeur d'Alene

whose address is: 710 East Mullan Avenue

Coeur d' Alene, Idaho 83814

the following described premises:

Lots (s) 307 Block F Section RIV

in the Riverview Cemetery, according to the plat thereof, now on file and of record in the office of the County Recorder of said Kootenai County, in the City of Coeur d'Alene, together with their appurtenances.

Dated this 28 day of AUGUST, 2018

Signed: _____

_____

STATE OF IDAHO
COUNTY OF KOOTENAI
On this day of , 2018 before me, a Notary Public, personally appeared

known to me to be the person(s) whose *name(s) is/are subscribed to the within* instrument, and acknowledged to me that (he/she/they) executed the same.

_____

Notary Public for Idaho
Residing at :
My commission expires:

August 28, 2018

FOR NOTARY PURPOSES:

On August 28, 2018, before the undersigned, a Notary Public for The State of Washington personally appeared David Henry known to me to be the persons whose names are subscribed to the within instrument, and acknowledged that they executed the same.

Print Name of Notary: Denise W. Davis

Signature of Notary: Denise W. Davis

DENISE W DAVIS
NOTARY PUBLIC
STATE OF WASHINGTON
COMMISSION EXPIRES
JUNE 1, 2021

CITY OF COEUR d'ALENE CEMETERY QUIT CLAIM DEED

FOR VALUE RECEIVED, I /We Debbie Bozarth

(do/does) hereby convey, release, remise and forever quit claim unto

The City of Coeur d'Alene

whose address is: 710 East Mullan Avenue

Coeur d' Alene, Idaho 83814

the following described premises:

Lots (s) 307 Block F Section RIV

in the Riverview Cemetery, according to the plat thereof, now on file and of record in the office of the County Recorder of said Kootenai County, in the City of Coeur d'Alene, together with their appurtenances.

Dated this 24 day of August, 2018

Signed: Debbie Bozarth

STATE OF IDAHO
COUNTY OF ~~KOOTENAI~~ BONNER
On this 24th day of August, 2018 before me, a Notary Public, personally appeared Debbie Bozarth, known to me to be the person(s) whose name(s) is/are subscribed to the within instrument, and acknowledged to me that (he/she/they) executed the same.

Notary Public for Idaho
Residing at : Priest River, Idaho
My commission expires: 10/13/2022

Jennifer L Doughty NOTARY PUBLIC STATE OF IDAHO

CITY OF COEUR d'ALENE CEMETERY QUIT CLAIM DEED

FOR VALUE RECEIVED, I /We Diana M. Plyley
(do/does) hereby convey, release, remise and forever quit claim unto

The City of Coeur d'Alene

whose address is: 710 East Mullan Avenue

Coeur d' Alene, Idaho 83814

the following described premises:

Lots (s) 307 Block F Section RIV

in the Riverview Cemetery, according to the plat thereof, now on file and of record in the office of the County Recorder of said Kootenai County, in the City of Coeur d'Alene, together with their appurtenances.

Dated this 30 day of August, 2018

Signed: Diana M Plyley
Diana M. Plyley

STATE OF ~~IDAHO~~ TB Colorado
COUNTY OF ~~KOOTENAI~~ TB Douglas
On this 30th day of August, 2018 before me, a Notary Public, personally appeared

known to me to be the person(s) whose name(s) is/are subscribed to the within instrument, and acknowledged to me that (he/she/they) executed the same.

Tsoler
Notary Public for ~~Idaho~~ TB Colorado
Residing at: 445 S Perry St, Castle Rock, CO 80104
My commission expires: 11/08/2020

TSOLER BOYAJIAN
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20164042750
MY COMM. EXPIRES NOVEMBER 08, 2020

CITY OF COEUR d'ALENE CEMETERY QUIT CLAIM DEED

FOR VALUE RECEIVED, I /We Diana M. Plyley

(do/does) hereby convey, release, remise and forever quit claim unto

The City of Coeur d'Alene

whose address is: 710 East Mullan Avenue

Coeur d' Alene, Idaho 83814

the following described premises:

Lots (s) 307 Block F Section RIV

in the Riverview Cemetery, according to the plat thereof, now on file and of record in the office of the County Recorder of said Kootenai County, in the City of Coeur d'Alene, together with their appurtenances.

Dated this 30 day of August, 2018

Signed: Diana M Plyley

Diana M. Plyley

State of Colorado County of Douglas

Subscribed and sworn before me on 8/30/2018 (Date)

(Notary Signature)

TSOLER BOYAJIAN
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20164042750
MY COMM. EXPIRES NOVEMBER 08, 2020

DATE: SEPTEMBER 12, 2018

TO: MAYOR AND CITY COUNCIL

FROM: PLANNING DEPARTMENT

RE: SETTING OF PUBLIC HEARING DATE: OCTOBER 16, 2018

Mayor Widmyer,

The Planning Department has forwarded the following item to the City Council for scheduling of a public hearing. In keeping with state law and Council policy, the Council will set the date of the public hearing upon receipt of recommendation.

ITEM NO.	REQUEST	COMMISSION ACTION	COMMENT
A-2-17m	Applicant: City of Coeur d'Alene Location: 3074 W. Seltice Way Request: Zoning Prior to Annexation of +/- 48 acres from County Industrial to City C-17 (Commercial at 17 units/acre) and +/- 46 acres of Spokane River to NW (Navigable Water)	Recommended approval	LEGISLATIVE

In order to satisfy the mandatory 15-day notice requirement, the next recommended hearing date will be **October 16, 2018**

DATE: SEPTEMBER 12, 2018

TO: MAYOR AND CITY COUNCIL

FROM: PLANNING DEPARTMENT

RE: SETTING OF PUBLIC HEARING DATE: NOVEMBER 6, 2018

Mayor Widmyer,

The Planning Department has forwarded the following item to the City Council for scheduling of a public hearing. In keeping with state law and Council policy, the Council will set the date of the public hearing upon receipt of recommendation.

ITEM NO.	REQUEST	COMMISSION ACTION	COMMENT
A-3-18	Applicant: Coeur d'Alene School District 271 Location: 2008, 1950 & 1914 Prairie Avenue Request: A proposed 7.18 acre Annexation from County Agricultural to City R-8.	Recommended approval	LEGISLATIVE

In order to satisfy the mandatory 15-day notice requirement, the next recommended hearing date will be **November 6, 2018**

RESOLUTION NO. 18-052

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING THE BELOW MENTIONED AGREEMENT AND OTHER ACTIONS OF THE CITY OF COEUR D'ALENE INCLUDING: AMENDMENTS TO PERSONNEL RULES XI, XXV, AND XXVI; BENEFIT PLAN CHANGES AND RENEWAL RATES; WATER DEPARTMENT CONSTRUCTION STANDARDS; THE PROCESS FOR SELLING OR DONATING AS SURPLUS PROPERTY MAQUETTES OF PUBLIC ART PROPOSALS; AND A LETTER AGREEMENT WITH KOOTENAI COUNTY FOR PUBLIC TRANSPORTATION.

WHEREAS, it has been recommended that the City of Coeur d'Alene enter into the agreement and take the other actions listed below, pursuant to the terms and conditions set forth in the agreements, and other action documents attached hereto as Exhibits "A" through "E" and by reference made a part hereof as summarized as follows:

A) Approval of Amendments to Personnel Rules XI, XXV, and XXVI;

B) Approval of Benefit Plan changes and renewal rates;

C) Adoption of revised Water Department Construction Standards;

D) Adopting a process for selling or donating as surplus property maquettes of public art proposals; and

E) Approval of Letter of Agreement with Kootenai County for Public Transportation;

AND

WHEREAS, it is deemed to be in the best interests of the City of Coeur d'Alene and the citizens thereof to enter into such agreements or other actions;

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the City enter into the agreement, and take the other actions for the subject matter, as set forth in substantially the form attached hereto as Exhibits "A" through "E" and incorporated herein by reference, with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to modify said agreement and the other actions, so long as the substantive provisions of the contracts and agreement, and the other action remain intact.

BE IT FURTHER RESOLVED that the Mayor and City Clerk be and they are hereby authorized to execute such contracts and agreements, or other documents as may be required on behalf of the City.

DATED this 18th day of September, 2018.

_____
Steve Widmyer, Mayor

ATTEST

_____
Renata McLeod, City Clerk

Motion by _____, Seconded by _____, to adopt the foregoing resolution.

ROLL CALL:

COUNCIL MEMBER ENGLISH Voted _____

COUNCIL MEMBER EVANS Voted _____

COUNCIL MEMBER MILLER Voted _____

COUNCIL MEMBER MCEVERS Voted _____

COUNCIL MEMBER GOOKIN Voted _____

COUNCIL MEMBER EDINGER Voted _____

_____ was absent. Motion _____.

To: **General Services**

From: **Melissa Tosi; Human Resources Director**

Re: **Personnel Rule Amendments**

Date: **September 10, 2018**

Decision Point: The City Council is requested to approve the below amendments to Rules XI, XXV, and XXVI, specific to holidays and Exempt employees. Additionally, approval is requested to update the City's current Classification and Compensation Plan by adopting all fire and police job descriptions that were updated last year during the classification and compensation study.

Amending Rule XI: Attendance and Leaves

- Section 9. Holidays:
  - Delete birthday holiday in exchange for December 24th, housekeeping updates.

Amending Rule XXV: Appointed Officers and Department Heads

- Section 2. Definitions. Updating current list of department heads.
- Section 3. Conditions of Employment.
  - (e) Application of Personnel Rules:
    - (6) Holidays: delete language, repetitive to Rule XI.
- Section 5. Benefits
  - (a) Vacation:
    - (3) Maximum Vacation Accrual: increase from 320 to 360, this will match the recently approved police and fire accrual amount.
  - (d) Cost of Living Increases: change up to 3% based on CPI COLA language to 2.5% to match the respective collective bargaining agreements.

Amending Rule XXVI: FLSA Exempt Employees

- Section 2. Definitions. Updating current list of exempt employees.
- Section 3. Conditions of Employment: delete language, repetitive to Rule XI.
- Section 5. Benefits
  - (a) Vacation:
    - (3) Maximum Vacation Accrual: increase from 320 to 360, this will match the recently approved police and fire accrual amount.
  - (d) Cost of Living Increases: change up to 3% based on CPI COLA language to 2.5% to match the respective collective bargaining agreements.

History: Last fiscal year, the Lake City Employees Association and Exempt employees agreed to the holiday change from observing the employees birthday holiday in exchange for December 24th. The Fire Union and Police Association also agreed to this holiday exchange in their recently approved collectively bargaining agreements. Now that all employee groups are on the same holiday schedule, the personnel rules can be updated.

The proposed updates to the department head and FLSA exempt rules are general housekeeping updates and updates based on having consistency with the recently approved collective bargaining agreements. The specific holiday language can now be deleted in the department head and FLSA Exempt employee Rules since it is now captured in Rule XI. Additionally, the maximum vacation accrual and COLA percentage is being updated to match the police and fire collective bargaining agreement language.

Through negotiations with the fire union and police association this year, it was agreed to adopt the job descriptions that were updated by BDPA, Inc. through the classification and compensation study last year.

These proposed amendments have been discussed with the executive team and posted for all employees to review.

Financial Analysis: There are no hard costs associated with these Personnel Rule Amendments**.**

Performance Analysis: The purpose of these amendments is to provide an accurate and consistent policy.

Recommendation: The Council is requested to approve the proposed amendments to Rule XI, XXV, and XXVI, specific to holidays and Exempt employees. Additionally, approval of the City's current Classification and Compensation Plan is requested by adopting all fire and police job descriptions that were updated last year during the classification and compensation study.

RULE XI: Attendance and Leaves

SECTION 9. Holidays

The holidays to be observed in this City are as follows:

January l (New Year's Day)
Martin Luther King, Jr./Idaho Human Rights Day
Third Monday in February (President's Day)
Last Monday in May (Memorial Day)
July 4
First Monday in September (Labor Day)
November 11 (Veteran's Day)
Thanksgiving Day
The day following Thanksgiving
December 24; and
December 25 (Christmas Day). ~~and,~~
~~The employee's birthday.~~

(a) Other days may be declared holidays as proclaimed by the President, Governor, or Mayor and City Council of this City.

~~(b) City employees may with the concurrence of their supervisor take their birthday holiday off on another working day in the month in which the birthday occurs or within thirty (30) days thereof.~~

(b~~c~~) For purposes of computing holidays, a working day for forty hour employees shall be considered eight (8) hours and for fifty-six (56) hour a week employees twenty four~~twelve~~ (24~~l2~~) hours. Eligible employees who work less than full-time, but more than l040 hours during a fiscal year, shall be credited for holidays on a pro-rated basis.

When a holiday falls on a Saturday, the preceding Friday shall be observed. When a holiday falls on a Sunday, the following Monday shall be observed. If December 24th falls on a Saturday or Sunday, the preceding Friday shall be observed. If a holiday falls on an employee's regularly scheduled time off, equivalent time off shall be granted.

City employees in departments operating on a continuous 24 hour basis or schedule shall be entitled to equivalent time off in lieu of holidays or compensated at straight-time commensurate with the holiday time hereby granted to other employees or as otherwise provided by the applicable collective bargaining agreement.

RULE XXV: Appointed Officers and Department Heads

SECTION 2. Definitions

For the purposes of this section, the following terms have the following meanings:

(a) Appointed Officers**:** The City Administrator, City Attorney, City Clerk and City Finance Director.

(b) Department Heads: All appointed officers and the ~~Building Services Director~~, Community Planning Director, ~~Deputy City Administrator, Engineering Services Director,~~ Fire Chief, Human Resources Director, Library Director, Parks and Recreation Director, Police Chief, Director of Engineering and Streets ~~Superintendent~~, Wastewater Superintendent and Water Superintendent.

(c) City Administrator: The person appointed by the Mayor and approved by the City Council to fill the position of City Administrator in the adopted classification and compensation plan.

(d) Library Director: The person appointed by the Library Board of Trustees to fill the position of Library Director in the adopted classification and compensation plan.

SECTION 3. Conditions of Employment

(a) FLSA Exempt: Department Heads are executive exempt employees under the Fair Labor Standards and are ineligible to receive compensatory or overtime pay.

(b) At Will: Unless specifically agreed to in writing and approved by the city council, Department Heads are at-will employees, with no right to continued employment or employment benefits. This section is not a contract of employment and is not intended to specify the duration of employment or limit the reasons for which a Department Head may be discharged. All provisions of this section will be interpreted in a manner consistent with this paragraph. In the event of any irreconcilable inconsistencies, the terms of this paragraph will prevail. Only a written contract expressly authorized by the city council can alter the at-will nature of Department Heads employment by the City, notwithstanding anything said by the Mayor or City Council. The framework for disciplinary actions and termination contained in this section guides the processes to be taken when a Department Head violates employment policies or fails to adequately perform his/her duties but are not required. Similarly, progressive steps may be implemented in order to encourage improved performance or attitude, but are not required.

(c) Residency: At the discretion of the City Administrator, Department Heads may be required to reside within a twenty (20) minute driving response time to the city limits.

(d) Duties: Department Head duties and responsibilities are outlined in the adopted job description for each position.

(e) Application of Personnel Rules: Department Heads are subject to the following personnel rules unless otherwise modified by this section:

(1) Rule 1, Section 11, Standards of Conduct;

(2) Rule XI, Section 3, Sick Leave;

(3) Rule XI, Section 4, Bereavement Leave;
(4) Rule XI, Section 5, Military Leave;
(5) Rule XI, Section 7, Witness and Jury Leave;
(6) Rule XI, Section 9, Holidays;
~~(i) Department heads will not observe the birthday holiday but will observe December 24th;~~
~~(ii) If December 24th falls on a Saturday or Sunday, the preceding Friday shall be observed.~~
(7) Rule XI, Section 11, Family and Medical Leave;
(8) Rule XI, Section 12, Retirement Medical Benefit;
(9) Rule XVIII, City Property;
(10) Rule XIX, Authorization and Procedures for Expense Reimbursement;
(11) Rule XXI, Drug Policy;
(12) Rule XXIII, Prohibition against Harassment and Violence in the Workplace; and
(13) Any other rule that, by its terms, is specifically applicable to Department Heads.

(f) In addition to the personnel rules listed above, Department Heads must follow all policies and procedures applicable to them that are approved by the city council by resolution.

SECTION 5. Benefits

(a) Vacation:
(1) Accrual Rate: Vacation leave for Department Heads will accrue as follows:
(i) 1st through 3rd Year of Service: 8 hours of leave accrues for each complete month of service; accrued at a rate of four (4) hours per pay period.
(ii) 4th through 10th Year of Service: 12 hours of leave accrues for each complete month of service; accrued at a rate of six (6) hours per pay period.
(iii) 11th through 15th Year of Service: 16 hours of leave accrues for each complete month of service; accrued at a rate of eight (8) hours per pay period.
(iv) 16 or More Years of Service: 20 hours of leave accrues for each complete month of service; accrued at a rate of ten (10) hours per pay period.
(2) Existing Accrual Rate: Department Heads currently accruing leave at a higher rate will continue to accrue leave at their current rate. Future accrual increases will be based on the schedule above.
(3) Maximum Vacation Accrual: Department Heads may not accumulate more than 360~~320~~ hours of vacation leave. Any excess vacation leave as of October 1st of each year will be forfeited unless used by January 15th of the following year unless otherwise approved by the City Administrator in writing.
(4) Vacation Accrual During Leave: No vacation leave will be accrued after 60 consecutive days of absence.
(5) Reporting Usage: Vacation usage must be reported on time records in half day increments.

(b) Sick Leave:
(1) Accrual Rate: Department Heads will accrue ten (10) hours for each month of service; accrued at a rate of five (5) hours per pay period.

(2) Reporting Usage: Sick leave usage must be reported on time records in half day increments.

(3) Sick Leave Bank: Department Heads are eligible to participate in the sick leave bank.

(4) Maximum Sick Leave Accrual: Department Heads may not accumulate more sick leave than is allowed for other employees as outlined in Rule XI, Section 3. Department Heads may select either of the two options for compensation for excess sick leave contained in Rule XI, Section 3. Sick leave accruals paid out at retirement will be deposited into the Department Head's VEBA account.

(c) Compensation/Performance Based Salary Increases:

(1) Department Heads (Excluding City Administrator and Library Director): All Department Heads are eligible for a pay increase of up to 8% twelve months after their appointment date and annually thereafter based on a performance evaluation by the City Administrator. The City Administrator will consult with the Human Resources Director in performing the evaluation. If the Department Head disagrees with the evaluation, the Department Head may request that the Mayor review the evaluation.

(2) City Administrator: The City Administrator is eligible for a pay increase of up to 8% twelve months after his or her appointment date and annually thereafter based on a performance evaluation by the Mayor. The Mayor will consult with the Human Resources Director in performing the evaluation.

(3) Library Director: The Library Director is eligible for a pay increase of up to 8% twelve months after his or her appointment date and annually thereafter based on a performance evaluation by the library board of trustees in conjunction with the City Administrator.

(4) Maximum Salary: Department Head salaries cannot exceed the maximum amount authorized in the currently adopted classification and compensation plan.

(d) Cost of Living Increases: In addition to performance-based salary increases, Department Heads will receive annual cost of living increases of 2.5%~~up to 3% based on the July "Consumer Price Index (CPI) for All Urban Consumers" based on the U.S. City average for the preceding 12-month period~~. Cost of living increases will be effective on October 1st.

(e) Car Assignment: The City Administrator will authorize car assignments based upon adopted city policies for vehicle assignment and usage. The Department Head must follow all adopted city policies for vehicle usage.

(f) Severance: The city will provide four (4) months of salary and continuation of the benefits listed in subsection (5)(g) below, to Department Heads except when the Department Head voluntarily retires or resigns or is discharged from employment during the first year of employment or as a result of a felony conviction.

(g) Additional Benefits: Department Heads will receive the same VEBA, medical, dental and vision insurance, Social Security (F.I.C.A.), PERSI, life insurance, and long term disability insurance authorized by the council for the employees represented by LCEA.

RULE XXVI: FLSA Exempt Employees

SECTION 2. Definitions

For the purpose of this section, the following term has the following mean:

(a) FLSA Exempt: Employees responsible for management within a city department, and under the day to day guidance of the Department Head, includes the following positions: Assistant Street & Engineering Superintendent, Assistant Wastewater Superintendent, Assistant Water Superintendent, Senior Planner, Attorneys, Comptroller~~Deputy Finance Director~~, Deputy Fire Chiefs, Deputy Library Director, IT Network Administrator, IT Database Application Developer, IT Systems Analyst Coordinator, Police Captains, Project Coordinator, Assistant Project Manager, Project Managers, Building Official, City Engineer/Lead Project Manager, Parks Superintendent, Recreation Superintendent and Capital Program Manager.

SECTION 3. Conditions of Employment

(a) FLSA Exempt: FLSA exempt employees are classified as exempt employees under the Fair Labor Standards Act and are ineligible to receive compensatory or overtime pay.

(b) Residency: At the discretion of the city administrator, certain FLSA exempt employees may be required to reside within a twenty (20) minute driving response time to the city limits.

(c) Duties: FLSA exempt employees' duties and responsibilities are outlined in the adopted job description for each position.

(d) Application of Personnel Rules: FLSA exempt employees are regulated by the personnel rules except as specifically provided by this rule or as otherwise provided by a written agreement.

(e) FLSA exempt employees follow the observed Holidays listed in Rule XI, Section 9.~~, with the following exception:~~

~~(1) FLSA exempt employees will not observe the birthday holiday but will observe December 24th.~~

~~(2) If December 24th falls on a Saturday or Sunday, the preceding Friday shall be observed.~~

(e) In addition to the personnel rules, FLSA exempt employees must follow all policies and procedures applicable to them that are approved by the City Council by resolution.

SECTION 5. Benefits

(a) Vacation:

(1) Accrual Rate: Vacation leave for FLSA exempt employees will accrue as follows:

(i) 1st through 3rd Year of Service: 8 hours of leave accrues for each complete month of service; accrued at a rate of four (4) hours per pay period.

(ii) 4th through 5th Year of Service: 12 hours of leave accrues for each complete month of service; accrued at a rate of six (6) hours per pay period.

(iii) 6th through 10th Year of Service: 16 hours of leave accrues for each complete month of service; accrued at a rate of eight (8) hours per pay period.

(iv) After ten (10) or more Years of Service: 20 hours of leave accrues for each complete month of service; accrued at a rate of ten (10) hours per pay period.

(2) Existing Accrual Rate: The employee will not lose any vacation leave accrued at the time the employee becomes an exempt employee.

(3) Maximum Vacation Accrual: FLSA exempt employees may not accumulate more than 360~~320~~ hours of vacation leave. Any excess vacation leave as of October 1st of each year will be forfeited unless used by January 15th of the following year unless otherwise approved by the city administrator in writing.

(4) Vacation Accrual During Leave: No vacation leave will be accrued after 60 consecutive days of absence.

(5) Reporting Usage: Vacation usage must be reported on time records in half day increments.

(b) Sick Leave:

(1) Accrual Rate: FLSA exempt employees will accrue ten (10) hours for each month of service; accrued at a rate of five (5) hours per pay period.

(2) Reporting Usage: Sick leave usage must be reported on time records in half day increments.

(3) Sick Leave Bank: FLSA exempt employees are eligible to participate in the sick leave bank.

(4) Maximum Sick Leave Accrual: FLSA exempt employees will not receive compensation for accumulated sick leave unless the FLSA exempt employee retires from the City of Coeur d'Alene pursuant to the provisions of Idaho Code. The FLSA exempt employee must select sick leave option 1 or 2, found in Rule XI, Section 3.

(c) Compensation/Performance Based Salary Increases:

(1) All FLSA exempt employees are eligible for a pay increase ranging from 5% to 8% 12 months after their appointment date and annually thereafter based on a performance evaluation from the department head.

(2) Maximum Salary: FLSA exempt employees' salaries cannot exceed the maximum amount authorized in the currently adopted classification and compensation plan.

(d) Cost of Living Increases: In addition to performance based salary increases, FLSA exempt employees will receive annual cost of living increases of 2.5%~~up to 3% based on the July "Consumer Price Index (CPI) for "All Urban Consumers" based upon the U.S. City average for the preceding 12-month period~~. Cost of living increases will be effective on October 1st.

(e) Car Assignment: The city administrator will authorize car assignments based upon adopted city policies for vehicle assignment and usage. The FLSA exempt employee must follow all adopted city policies for vehicle usage.

(g) Additional Benefits: FLSA exempt employees will receive the same VEBA, medical, dental and vision insurance, Social Security (F.I.C.A.), PERSI, life insurance, and long-term disability insurance authorized by the council for the employees represented by LCEA.

To: **General Services**

From: **Melissa Tosi; Human Resources Director**

Re: **Benefit Plan Changes and Renewals**

Date: **September 10, 2018**

Decision Point: Should the City Council approve the following benefit plan changes and renewal rates effective October 1, 2018?

History: The Medical Review Committee's goal is to minimize rate increases and strategically address employee cost sharing for medical benefits. The Committee, per contract, consists of representatives from the Lake City Employee's Association, Fire Union, Police Association, Non-represented and Exempt employees. Along with our broker, the Murray Group, the committee meets regularly throughout the year to understand market trends, review alternate plans and consider changes. The proposed changes and renewals include Regence BlueShield of Idaho and Dental Blue Connect (Willamette). The other City benefits such as Blue Cross Dental, United Heritage Life & Long-Term Disability, Flexible Spending Account, Gallagher Benefits HRA/VEBA Service Group and Reliant Behavioral Health have no changes.

Financial Analysis: The following changes are effective October 1, 2018, through September 30, 2019. The costs have been anticipated in the 2018-2019 approved financial plan.

- ***Regence BlueShield of Idaho***: There is a 3% increase in premiums. Changes to the benefits are as follows:

    1. $250 Brand Prescription Deductible;
    2. Increase of Office Visit Co-pay from $15 to $20;
    3. Increase in Emergency Room Copay from $75 to $200.

    In addition to the above benefit changes, the employee shared premium for dependent coverage will increase from 5% to 10%.

- ***Dental Blue Connect (Willamette)***: There is a 1.33% increase in premiums and no benefit changes.

Performance Analysis: Once the new plan document contracts and rates are updated, they will be forwarded to the City for signatures.

Recommendation: The City Council should approve the above benefit plan changes and renewal rates.

GENERAL SERVICES COMMITTEE
STAFF REPORT

DATE: September 10, 2018
FROM: Terry W. Pickel, Superintendent, Water Department
SUBJECT: **Adoption of revised Water Department Construction Standards**

==========

DECISION POINT:

Staff requests that City Council consider adoption of the 2018 revision of the Water Department Construction Standards designed to augment the Idaho Standards for Public Works Construction (ISPWC).

HISTORY:

The Water Department Construction Standards, formally adopted by Council in 2009, were in need of current revisions to match the latest update to the standard drawings and relevant changes in the water industry. For the past year, Water Department staff have reviewed, researched and supplied the necessary revisions. The City Engineer was enlisted to review the draft document and has submitted his revisions for pavement and project management. Staff made sure that contractors and suppliers were made aware of the proposed revisions and they have been anxiously awaiting the final document. Staff has worked diligently and methodically to produce a very comprehensive document that we believe will be beneficial to the Water Department and the City as a whole. The standards are designed to augment the ISPWC with additional detail to fill in gaps that contractors and suppliers typically question.

FINANCIAL ANALYSIS:

Adoption of the provisions contained in these construction standards will enable the engineers to produce a more exactingly detailed set of construction plans and supporting specifications. The contractors and suppliers bidding and performing water system related construction will have in hand the most comprehensive information we can provide to help reduce errors and omissions in the bidding process and construction phase of water system improvement and expansion projects, thus helping to reduce overall construction costs. By visually helping the contractors to reduce mistakes, less time will be required with City personnel for inspections and correction of disapproved or defective work as well as having to walk them through the proper procedures.

PERFORMANCE ANALYSIS:

This revision of the Water Department Construction Standards has included comprehensive changes in the past 9 years including the latest updates to the Water Department Standard Drawings. Staff has endeavored to generate the most informative and user friendly construction document providing detailed information and supporting construction and project management documentation, step by step procedures and as previously mentioned, the latest revisions to the construction standard drawings. We have attempted to address the most common mistakes encountered with engineers, suppliers and contractors so that on-site revisions and/or repeat work is not necessary.

DECISION POINT/RECOMMENDATION:

Staff requests that the General Services Committee recommend that City Council adopt the revised 2018 Water Department Construction Standards as submitted.

CITY OF COEUR d'ALENE

WATER DEPARTMENT

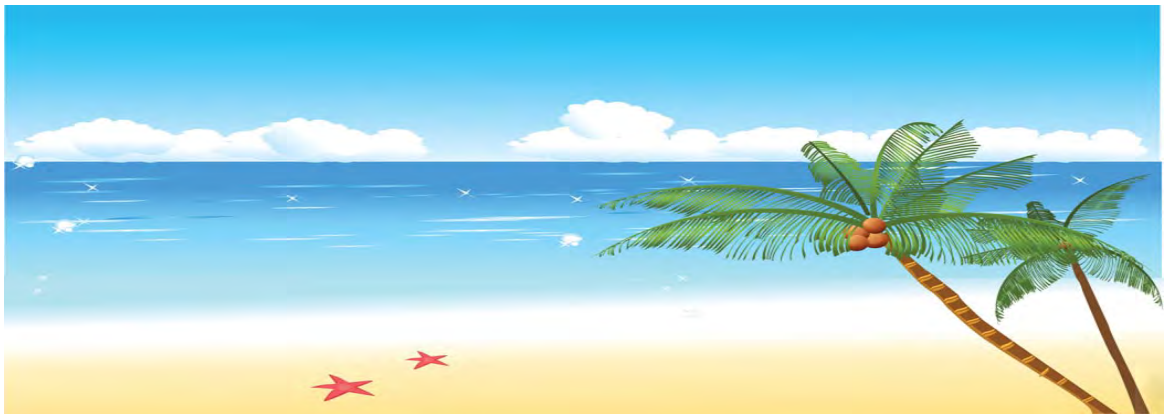
CONSTRUCTION STANDARDS

REVISION DATE: MARCH 2018

AUTHORED BY: **KYLE MARINE**

EDITED BY: **GARY NOLAN, CORY ROYCE**

REVIEWED BY: **TERRY PICKEL, CHRIS BOSLEY, P.E., and RANDY ADAMS**



APPROVED BY CITY COUNCIL:

MAYOR: STEVE WIDMYER

COUNCILMEMBER:	**DAN ENGLISH**
COUNCILMEMBER:	**DAN GOOKIN**
COUNCILMEMBER:	**AMY EVANS**
COUNCILMEMBER:	**WOODY McEVERS**
COUNCILMEMBER:	**KIKI MILLER**
COUNCILMEMBER:	**RON EDINGER**

THIS 18TH DAY OF September, 2018

BY RESOLUTION NO. 18-052

INTRODUCTION

The City of Coeur d'Alene Water Department recognizes the Idaho Standards for Public Works Construction and the City of Coeur d'Alene Standard Drawings as the primary construction standards and specifications for all work regarding infrastructure installation, repairs and maintenance. The following information is intended as the Water Department's additional standard construction practices. If there is a conflict of construction methods or standards, the Idaho Standards for Public Works Construction and the City of Coeur d'Alene Standard Drawings shall be the prevailing rule.

These construction standards also provide references to other construction standards recognized by the State of Idaho and as referenced in the ISPWC such as IDAPA, ANSI and AWWA as well as manufacturer's specifications where certain brand name items and materials are specified.

The following construction standards are intended as an additional informational tool for engineering firms, contractors, and suppliers of construction materials within the City of Coeur d'Alene. The following information and updated construction drawings describe detailed standards in regard to the types of soil conditions inherent to the Coeur d'Alene area, approved installation methods and practices, and approved materials and appurtenances. The information provided is intended to save both the contractors and the City time and costs by reducing mistakes commonly made in the industry by not meeting our specific requirements for methods and materials.

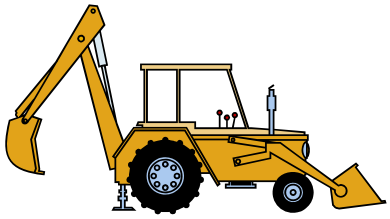
The Contractor shall not bury any work to be inspected without such inspections taking place. The Contractor shall notify the Water Dept. ~~twenty four (24)~~forty eight (48) hours in advance and shall use every number available to contact the Field Representative~~Inspector~~. If work is covered without the appropriate inspection, the Contractor will dig and expose any appurtenance which requires inspection at his/her own expense.

LIST OF CONTACTS

Name, Department	Cell Numbers	Contact Numbers
City Engineer's Office		(208)769-2216
Water Department Office		(208)769-2210
Terry Pickel, Superintendent	cell: (208)755-9727	(208)415-0418
Kyle Marine, Assistant Superintendent	cell: (208)449-4021	(208)769-2211
Glen Poelstra, Utility Supervisor	cell: (208)755-9728	(208)769-2337
Rob Stark, Utility Supervisor	cell: (208)661-6535	(208)769-2210
Dion Holton, Utility Supervisor	cell: (208)755-9725	(208)769-2210
Cory Royce, Const. Oversight	cell: (208)277-7547	(208)676-7408
Gary Nolan, Cross Connection Control, Field Representative		(208)769-2220 Ext. 818
Streets & Engineering Department Office		(208)769-2235
Kim Harrington, Storm Water Management		(208)769-2235
Wastewater Department Office		(208)769-2246
City Hall Main Desk		(208)769-2300
Police Department Office		(208)769-2320
Fire Department Office		(208)769-2340
Bobby Gonder, Fire Dept. Inspector	cell: (208)659-8986	(208)769-2245

CALL BEFORE YOU DIG!!!

DIAL "811" ANYTIME AND YOU WILL BE AUTOMATICALLY DIRECTED TO YOUR LOCAL UTILITY LOCATE SERVICE

811  811

BEFORE ANY DIGGING OCCURS, THE CONTRACTOR SHALL NOTIFY THE WATER DEPARTMENT AT: 208-769-2210

IF NEAR A TRAFFIC SIGNAL, NOTIFY THE STREETS & ENGINEERING DEPARTMENT AT: 208-769-2235

LOCATE ALL VALVES FOR AREA PRIOR TO DIGGING AS THIS WILL ENSURE THE CONTRACTOR'S ABILITY TO SHUT DOWN THE WATER MAIN IN CASE OF AN EMERGENCY.

IF THE CONTRACTOR FAILS TO CALL 811 FOR LOCATES PRIOR TO DIGGING, OR STARTS DIGGING BEFORE LOCATES ARE PERFORMED, THE CONTRACTOR ASSUMES ALL LIABILITY FOR DAMAGE TO ALL UTILITIES.

LOCATES ARE: *GOOD FOR 21 DAYS MAXIMUM. THE CONTRACTOR IS RESPONSIBLE FOR KEEPING THE MARKS VISIBLE WITH THE APPLICABLE COLORS DURING THAT PERIOD*.

IF DAMAGE OCCURS TO ANY UTILITY, THE CONTRACTOR SHALL CALL THE RESPECTIVE UTILITY OWNER IMMEDIATELY TO DISCLOSE THE DAMAGE AND RECEIVE INSTRUCTIONS FOR REPAIRS, IF APPLICABLE.

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CHAPTER 1

CONSTRUCTION INFORMATION, DEFINITIONS AND REQUIREMENTS

SECTION 1.1 OVERVIEW, DEFINITIONS AND ABBREVIATIONS

Subsection 1.1.01 OVERVIEW

A. These construction standards are intended to provide a contractor's and supplier's guide for the correct provision of materials and proper installation of transmission/distribution mains, fire hydrants, fire service laterals, domestic and irrigation services in the City of Coeur d'Alene public water system, hereinafter referred to as the City.

Subsection 1.1.02 DEFINITIONS

A. Whenever the words defined in this section, or pronouns used in their stead, occur in these specifications or other related documents, they shall have the meanings here given.

1. **Approval -** Shall be used to certify that all plans, specifications and other contract documents have been properly reviewed, signed and approved for public water facility construction by the City Engineer and/or Superintendent or his/her duly authorized agent.

2. **Appurtenance -** Shall mean any item attached to water facilities enabling it to function as designed, but not necessarily considered an integral component to be identified on plans or construction drawings.

3. **Backflow -** Water that flows back to the distribution system. It is sometimes caused by a loss of pressure in the water system

4. **Backpressure -** A form of cross connection caused by higher pressure on the customer side of the service meter, usually from a boosted pressure, elevation or thermal expansion

5. **Casing** - Lengths of pipe welded or coupled together ~~in a well~~ to form a continuous ~~casing~~ horizontal length of pipe to provide protection for a water main or vertically in a well from the surface to the aquifer.

6. **Chlorination** - A method of water disinfection where gaseous, liquid, or dissolved chlorine is added to a water supply system to inactivate pathogens and viruses.

7. **Chlorine Demand** - The ~~minimum~~ amount of chlorine needed to react with potential contaminants in a public water ~~purification~~ system; used as a monitoring measurement by system operators.

8. **City -** Shall mean the City of Coeur d'Alene.

9. **City Engineer -** Shall mean the City of Coeur d'Alene employee having that title, or his/her duly authorized agent.

10. **Column** - The vertical pillar of water formed by water being pumped out of a well.

11. **Compound or Combination Meter** – A water meter used in places with high fluctuations in water usage; includes a positive displacement meter and a turbine meter.

12. **Contractor -** Shall mean the person, firm, or corporation that is installing public water facilities for the purpose of replacement or extension into and construction of new public water facilities.

13. **DCVA -** Shall mean a Double Check Valve Assembly utilized to protect potable water systems from low hazard used water. This unit uses two check valves in series to protect against backflow or backpressure.

14. **Design Engineer -** Shall indicate the individual, company, firm or corporation responsible for proposed design plans, easement description, written specifications and other contract documents for the proposed and/or constructed public water facilities.

15. **Developed Area -** Shall describe established subdivisions and other developed property along private or public right-of-way with paved streets and sidewalks where other utility facilities are present and do cross the path of a City proposed route causing major concern and where traffic maintenance is of major concern.

16. **Developer -** Shall indicate any person(s), corporation, partnership, or firm which desires installation of public water facilities for the purpose of developing property for construction and/or sale adjacent to or within the ACI boundaries of the City of Coeur d'Alene.

17. **Distribution System -** Shall mean the network of public water lines generally less than twenty (20") inches in diameter and to provide direct customer municipal water service and which comprise the basic grid of the water system to promote adequate flow.

18. **Dry-barrel ~~f~~Fire ~~h~~Hydrant** - A freeze resistant ~~-proof~~ fire hydrant with the operating valve located at the bottom of the barrel that keeps the water below the frost line.

19. **Ductile ~~i~~Iron Pipe**- A type of iron pipe used for water mains that generally has the properties of high flexural strength, ductility, and resistance to impact and permeation.

20. **Field Representative -** Shall infer a designated representative of either the construction engineering entity or a City representative duly authorized to provide construction oversight and approve or disapprove the work being done. The individual under this title shall have authorization to stop work and request corrections or further information to be provided by the Project Engineer, City Engineer and/or Superintendent.

2~~0~~1. **Fire ~~h~~Hydrant** - A hydrant used to access water directly from the water main, equipped with ~~a~~ fire hose connections for use in the event of a fire.

2~~1~~2. **Fire Line** - Shall mean an unmetered private line leading to and located on private property which shall be utilized for the sole purpose of providing water to interior commercial, industrial, and possible residential fire suppression systems only and not for other consumptive purposes.

2~~2~~3. **Flushing ~~h~~Hydrant** - A hydrant used to flush the water main, usually installed at the end of a water main. Also called blow-off hydrants.

2~~3~~4. **Gallons Per Minute** - GPM, A unit of measurement used to express the flow of water in a pipe.

2~~4~~5. **IDAPA –** As referenced in this manual shall mean the **ID**aho **A**dministrative **P**rocedures **A**ct providing guidance for design, construction and operation of public water infrastructure as well as specific water quality regulations.

2~~5~~6. **IDEQ –** As referenced in this manual, shall mean the **I**daho **D**epartment of **E**nvironmental **Q**uality. This is the state agency responsible for oversight of the Safe Drinking Water program which governs primary regulations for the public and private water purveyors in the state of Idaho.

~~26. **Inspector -** Shall infer a designated representative of either the construction engineering entity or a City representative duly authorized to inspect and approve or disapprove the work being done. The individual under this title shall have authorization to stop work and request corrections or further information to be provided by the Project Engineer, City Engineer and/or Superintendent.~~

27. **Laterals** - The pipes that carry water from ~~the~~ transmissions mains through smaller water mains to the customers, may also include customer~~called~~ services.

28. **Main Valves** - Valves installed at tees or crosses where two or more water mains intersect, so that the mains can be isolated for emergency repair or maintenance.

29. **Materials -** Shall mean all necessary parts, fittings, pipe, bedding and backfill, and any other miscellaneous materials necessary for the complete installation of public water facilities.

30. **Municipal Water Service – Or Water Service** ~~S~~shall mean water service to an industrial, commercial, or residential lot for the purpose of domestic, commercial, recreational or irrigation purposes.

31. **MXU -** Shall mean ~~a Sensus~~ an approved brand ~~radio read~~ meter transceiver unit ~~or Orion bubble up transmitter~~ utilized to remotely read water meters. The MXU receives and transmits a ~~radio~~ signal to a remote reading unit giving the current water usage reading.

32. **Plans -** Shall mean approved engineering prints complete with inserted standard drawings, written specifications and other pertinent materials that constitute the Contract Documents for the specific project.

33. **Private Water Line -** Shall mean any water line that is not owned and/or maintained by the City. Private water lines shall not include water service for multiple lots or buildings where ownership of the mains could be disputed. The City will generally not allow private mains to be constructed without master metering or by other arrangements as specified by the Superintendent or his/her duly authorized agent.

34. **Public Water Facilities -** Shall mean any and all components such as wells, reservoirs, mains, distribution stations, fire hydrants, water services and other appurtenances that comprise the entire public water system.

35. **Public Water Main or Line -** Shall mean a water line owned and maintained by the City.

36. **PVC -** Shall mean Poly Vinyl Chloride pipe, typically referred to as plastic pipe. The polyvinylchloride denotes the materials the pipe is constructed of. PVC pipe is constructed for various uses in the construction industry. It is generally utilized for utilities to convey potable and irrigation water, waste water, storm water, liquid petroleum products, and natural gas.

37. **Remote-read** - A type of water meter that generates a signal, which is read by radio, telephone, or by use of a handheld computer.

38. Residual - The amount of chlorine remaining after the initial reaction in a water purification system; used as a monitoring measurement by system operators.

39. RPBA - Shall stand for a Reduced Pressure Backflow Assembly also known as a RP or RPZ. This assembly ~~device~~ incorporates two check valves with an atmospheric relief valve ~~break~~ between the check valves to provide an air gap between potable water and used water or other undesirable liquids to prevent cross contamination. RP's are required for high hazard potential situations.

40. **Salvage~~ALVAGE~~** – Shall mean all cast iron, steel, ductile iron, brass and other miscellaneous water system components removed during repairs or replacement. This will not include PVC or AC pipe.

41. **Select~~ELECT~~ Material~~ATERIAL~~ -** shall mean compaction material required by the manufacturer of the material being used, consisting of fine dirt, free of rocks larger than 5" in diameter, frozen lumps or other objectionable materials. City shall approve all select materials.

42. Service Line - Shall mean any pipe carrying potable water from a public water main to a water meter, the edge of public right of way, edge of the water main easement, or other distribution point, may also be known as laterals.

43. Service Valves - Valves used to isolate a single building from the water main; installed on the service line between the water main and the building, usually near the street curb; also called curb stop valves.

44. Shop Drawings - Shall mean submitted engineering preliminary prints, manufacturer supplied working drawings, work order drawings, and supplemental sketches submitted to the ENGINEER which show the location, character, dimensions and details of the work and/or materials to be provided either by a subcontractor or vendor.

45. Site - Shall indicate the developed or undeveloped area proposed for new construction of public water facilities.

46. Specifications - Shall reference a published contract document accompanying the plan drawings for direction of, provisions to, special conditions and/or requirements of the work to be performed.

47. Superintendent - Shall mean the Superintendent of the respective City of Coeur d'Alene utility or utilities to be developed, acting either directly or through his/her duly authorized agents, such agents acting severally within the scope of the particular duties entrusted to them. On all questions concerning the acceptance of materials, machinery, the classifications of material, the execution of work, conflicting interests of the contractors performing related work and the

determination of costs, the decision of the Superintendent shall be binding and final upon both parties.

48. Transmission Main - Shall indicate a public water main, usually twenty (20") inches and larger, which typically will not have any domestic, fire or irrigation services along its length, for the provision of large amounts of water to the respective distribution mains and/or grid.

49. Turbine Meter - A water meter used in higher-flow conditions.

50. Undeveloped Areas - Shall mean new proposed subdivisions, private or public right-of-way or other areas where other utility facilities and traffic maintenance is not of major concern.

51. Vacuum - A condition created in a well or water main when air is not allowed to be displaced between the casing and the pump column or water main when water is evacuated.

52. Valve - A mechanical device by which the flow of liquid may be started, stopped, or regulated by a movable part that opens, shuts, or partially obstructs one or more ports or passageways.

53. Vent - A pipe installed in the well casing to allow for the displacement of air between the casing and the pump column.

54. Water ~~f~~Flow - The amount of water available in a water supply system.

55. Water ~~h~~Hammer - An occurrence caused when flowing water in a system is immediately stopped due to a valve or hydrant being closed too quickly, which sends a sudden pressure wave down the water line, ~~shocking the pipes~~dramatically increasing pressure at dead ends, elbows and tees.

56. Water Main - A primary pipe used to carry water from the source to storage facilities and to points along the distribution system.

57. Water ~~m~~Meter - A device used to measure the volumetric flow of water.

58. Water ~~p~~Pressure - The force of the water available in a water supply system, measured in pounds per square inch (psi).

59. Well - Any opening into the ground used to obtain water, where the depth of the opening is greater than the largest surface dimension.

60. Well Abandonment - A process to permanently close a well, which has certain criteria and requirements ~~and~~ that must be followed.

61. Well ~~c~~Caps - Seals installed on the top of well casings used to prevent any solid material or insects from entering the well.

62. Wet-barrel Fire ~~h~~Hydrant - A fire hydrant with the operating valves located at the top so that the entire hydrant contains pressurized water.

63. Work - Shall mean all work, specified or unspecified, indicated and/or necessary for completion of all construction as shown on shop drawings, or as required by adopted construction standards for installation of any public water facilities and appurtenances.

Subsection 1.1.03 ABBREVIATIONS

A. Whenever used in these specifications, the following abbreviations shall refer to the agency shown:

1.	AWWA	American Water Works Association	www.awwa.org
2.	ASTM	American Society for Testing Materials	www.astm.org
3.	ANSI	American National Standards Institute	www.ansi.org
4.	IDEQ	Idaho Department of Environmental Quality	www.deq.idaho.gov
5.	IDAPA	Idaho Administrative Procedures Act	www.deq.state.id.us

SECTION 1.2 CONSTRUCTION INFORMATION

Subsection 1.2.01 OBSERVED CONSTRUCTION STANDARDS

A. All additions to the City of Coeur d'Alene public water system, including transmission and distribution mains, fire hydrants, fire service laterals, domestic and irrigation services and any other appurtenances, shall conform to all applicable City of Coeur d'Alene Water Department Construction Standards. The Construction Standards recognize the following referenced standards and codes. If any conflict hereinafter is identified, the Idaho Standards for Public Works Construction shall be the prevailing code and standard.

1. IDAPA 58.01.08

2. CDA Water System Design Standards – City Specifications and Standard Drawings, Rev. Date 20~~09~~18

3. Current adopted Fire Code, where applicable.

B. It is understood that the contractor will hire qualified help, provide the necessary and proper equipment and pursue the work with a good manner of workmanship, using the latest approved construction methods.

Subsection 1.2.02 PRE-CONSTRUCTION CONFERENCE

A. Prior to work commencing on any project, the Contractor shall schedule a pre-construction conference with the City Water Department to inform the Superintendent of the work to be performed. Any necessary contract documentation shall be provided to the City Water Department prior to the pre-construction conference. The Contractor shall attempt to have a representative from all of the Contractor's subs at the meeting, or shall be authorized to speak for them. The Contractor shall provide at the meeting:

1. A complete listing of the Contractor's subcontractors for the project.

2. An approved set of plans with the applicable Utility Superintendent's and City Engineer's signatures. Any changes, additions or deletions shall be reviewed and signed by the Superintendent and City Engineer prior to construction as well. The Contractor shall have a set of signed plans available at the work site all times which shall be shown to the ~~field inspector~~Field Representative.

3. A project schedule which shall be regularly updated and any changes shall be submitted to the City during the project.

4. Proof of insurance, license and bonding if not provided to the City at an earlier date.

B. If construction stops, is delayed longer than thirty (30) days, or there are significant changes with the construction drawings/project, the Contractor shall set an additional pre-construction conference to review the work to be done and any possible changes. Minor drawing detail changes may be accomplished through the normal review process by the Utility and City Engineer.

Subsection 1.2.03 DAYS OF WORK

A. Work may only be performed Monday through Friday from 7:00 AM ~~PST~~ until 5:00 PM ~~PST~~. No work may be done on Saturday, Sunday or any City holiday without prior approval. Any work deviating from these specifications must have prior approval from the City Engineer and /or Superintendent. If any work is carried out without the Superintendent's knowledge, the City may require any portion of the work to be uncovered in order that a thorough inspection may be accomplished. Any portion of the work directly relating to streets, sidewalks, curbs, and any other street/traffic element shall be made available for inspection and approval as directed by the City Engineer. The Contractor may have the option of leaving all work performed uncovered until the City Field ~~Inspector~~Representative can confirm adequate installation, unless said work is in the street or may present a hazard to the general public. Any work performed on a weekend or City observed holiday shall require that an ~~**inspector**~~Field Representative

from the Engineering firm be on site and shall submit proof of inspections to the Superintendent. In this case, all work in the street requiring cover shall have as-builts, ~~including~~including applicable gps coordinates and pictures of all mechanical joints and thrust blocks, immediately available to the ~~inspector~~ Field-Representative for the next regularly scheduled workday.

Subsection 1.2.04 REPORTING DISCREPANCIES

A. If, during the performance of the work, the Contractor discovers any error, conflict, or discrepancy between the construction drawings and project specifications and any applicable construction standards or regulations, the Contractor shall report it to the Superintendent and/or City Engineer immediately. Work affected by the discrepancy shall not proceed until the discrepancy has been corrected or both parties agree that there is no other viable method to resolve the discrepancy and shall agree on a course of action to remedy the situation.

Subsection 1.2.05 PLANS

A. The City Engineer and/or Superintendent shall approve all plans, drawings, or sketches showing locations of new facilities to be connected to the City public water system. No work may begin until written approval from the Superintendent and the City Engineer has been received. All plans, drawings and specifications for new facilities and infrastructure shall be submitted for QLPE approval for IDEQ acceptance or by direct submission to IDEQ for final review and approval per IDAPA Rule prior to any construction taking place.

Subsection 1.2.06 PRESERVATION OF MONUMENTS

A. The Contractor shall preserve all monuments, bench marks, survey marks and stakes. In case of their removal or destruction by the Contractor or his/her employees or others, the Contractor shall be liable for the cost of their replacement.

Subsection 1.2.07 DATUM PLANE AND MEASUREMENTS

A. All distances and elevations shown on the plans, profiles, or other drawings are in feet; elevations being given above the datum of the U.S. Geological survey unless otherwise noted. All measurements on the plans are horizontal measurements, unless otherwise shown.

SECTION 1.3 PROJECT CONTRACTOR'S RESPONSIBILITIES

Subsection 1.3.01 SAFETY PRECAUTIONS

A. Precautions shall be exercised at all times for the protection of persons and property. The safety provisions and regulations of applicable laws, currently adopted building and construction codes concerning the area of construction shall be observed.

B. The Contractor shall comply with all regulations as specified under the Occupational Safety and Health Act (OSHA) and its amendments.

Subsection 1.3.02 PERSONAL ATTENTION

A. The Contractor shall give his/her personal attention to the performance of the work and shall be present, either in person or by a duly authorized representative, on the site of the work continually during its progress, to coordinate the work and to receive directions and instructions from the Superintendent.

Subsection 1.3.03 CARE AND CUSTODY OF WORK

A. The Contractor shall have full responsibility and custody of the work until acceptance, meaning until the end of the project and all water related punch list items and any other related work have been completed. The Contractor will be responsible for all damage to existing infrastructure ~~improvements~~ and facilities while the work is in his/her charge. The Contractor shall take necessary steps to protect the work from damage and/or trespassers. All damage done to existing infrastructure ~~improvements~~ and facilities, personal~~,~~ property, and/or utility structures shall be repaired by the Contractor at his/her own expense. This shall include all clean up of the affected area.

B. The Contractor shall not bury any work to be inspected without such inspections taking place. The Contractor shall notify forty eight ~~twenty four~~ (~~24~~ 48) hours in advance~~d~~ and shall use every number available to contact the Field ~~Inspector~~ Representative. If work is covered without the appropriate inspection, the Contractor will dig and expose any appurtenance which requires inspection at his/her own expense. No claims for project delays shall be made due to this inspection.

Subsection 1.3.04 MATERIALS

A. All materials furnished shall be new and unused, of the quality defined in these specifications and approved by the Superintendent. The Contractor shall furnish to the Superintendent for test, whenever requested and free of charge, samples of all materials proposed to be used in the work. He/she shall also submit any required detailed drawings of articles or equipment for City approval. Rejected materials must be immediately removed from the site of the work and marked by the Contractor and shall not be brought again upon the work site.

Subsection 1.3.05 RESPONSIBILITY FOR MATERIAL FURNISHED BY THE CITY

A. Material to be furnished by the City shall be examined by the Contractor at the place of delivery. Material which is found to be defective or damaged at the time of delivery shall be rejected by the Contractor and replaced by the City.

B. Material furnished by the City which is found to be defective in manufacture shall be replaced by the City. Material which is accepted by the Contractor and is later found to be damaged shall be replaced by the Contractor**.** All defective and/or damaged material found after installation shall be removed and replaced by the Contractor at his/her own expense.

Subsection 1.3.06 HANDLING OF PIPE AND ACCESSORIES

A. Tools and equipment satisfactory to the Superintendent shall be provided and used by the Contractor for the safe and efficient execution of the work. All pipe, fittings, valves and accessories shall be handled in such a manner as to prevent damage. The pipe shall not be dropped or thrown into the trench or onto the street surface. Any pipe which has been dropped shall be thoroughly inspected and rejected at the Contractor's expense if any damage is found. The damaged pipe shall be marked and removed from the work site.

B. ***MATERIAL INSPECTIONS*** **-** All work and materials furnished under these specifications shall be subject to rigid inspection. All parts and materials shall be inspected by the City and/or Project Engineer prior to allowing the Contractor to begin excavation work. It shall be the Contractor's responsibility to notify the City Water Department when materials arrive on the job site to allow adequate time for inspection.

Subsection 1.3.07 COMPLIANCE WITH LAWS

A. It shall be mandatory upon the Contractor herein and upon all Subcontractors under him/her, to comply with all provisions of the Idaho Standards for Public Works Construction, City Construction Specifications and Labor Code of the State of Idaho.

Subsection 1.3.08 STATE REGULATIONS

A. In any situation where Federal, State or other jurisdiction's regulations are more restrictive than those listed in this document, the more restrictive regulation shall apply unless they are deemed unnecessary or contrary to City approved standards by the City Engineer and/or Superintendent.

Subsection 1.3.09 USE OF PREMISES

A. The Contractor shall confine his/her operations, including plant and the storage of materials, to the rights-of-way or roadways, as shown on the plans. Special care shall be taken to create a minimum of inconvenience and damage to private owners and their improvements.

Subsection 1.3.10 SHUT DOWN POLICY

A. All shut downs shall conform to the policy as adopted by the City Council. All affected customers shall be notified with a written notice at least forty eight (48) hours prior to the shut down. Notices shall also be provided to City Hall, the Water Department Office, and

the Fire Department forty eight (48) hours prior to shut down. If the shut down is to occur on a Monday, the affected services shall be notified in writing the preceding Friday. If requested by the Contractor, the City may provide the Contractor with a form letter containing the correct contact numbers to use as an official notice. The Contractor shall provide verification to the City that he/she has made every attempt to contact everyone affected.

B. If an emergency shut down is required, the Contractor shall make every effort to immediately notify the affected customers of the incident and expected duration, and shall immediately notify the City Water Department at (208)769-2210.

Subsection 1.3.11 WORK TO BE DONE

A. The work to be done consists of furnishing all materials, equipment, labor and all other items of expense necessary for the installation of the completed facility as shown on the plans and in accordance with the specifications. In some instances, the City may furnish certain materials and services which will be expressly called out on the plans and/or specifications.

B. The City's approval of plans prepared by a private engineer denotes agreement with the plan as prepared and is not an acceptance of responsibility as to accuracy. The private engineer shall be responsible for any errors, coordination with other facilities, and interpretation of the plans. Any changes to the original plans, whether in the field or during design, shall be submitted to the City Engineer and/or Superintendent prior to the changes being made, installed, and placed on as-builts for approval. The intent is that the complete facility shall be in general conformance with the approved plan an in accordance with the requirements of these specifications. All revisions and changes in the plan must be approved by the City Engineer and/or Superintendent.

Subsection 1.3.12 ABANDONMENTS

A. Where gate valves, blow offs, service boxes, or meter pits are to be abandoned, they shall be removed per City specifications and requirements and the street, lot or lawn repaired by the Contractor to original conditions and/or the Superintendent's satisfaction. The Superintendent shall specify any other requirement concerning a particular job as the need arises.

Subsection 1.3.13 GUARANTEE

A. The Contractor's guarantee shall be as stipulated under a public works contract with the City or as a specified condition of the development or jobsite work permit.

SECTION 1.4 OWNER'S RESPONSIBILITIES

Subsection 1.4.01 NOTICE OF DEFECTIVE WORK

A. The Contractor shall be notified in writing whenever defective material or workmanship is discovered. The Contractor shall make all repairs at his/her own expense, within five days after receipt of the written notice. Should the Contractor fail to repair the damage within the five days, the City may make the necessary repairs and charge the Contractor with actual cost of the repairs. Where immediate attention is required, the City shall have the right to repair the defect or damage and to charge the Contractor with the actual cost of repairs.

Subsection 1.4.02 FINAL INSPECTION

A. The City shall perform a final inspection with the project engineer or representative on the construction project in order to assist with provision of any punch list items which must be completed prior to final completion and acceptance of the project. The Water Dept. ~~Inspector~~ Field Representative shall also be required to sign off on water related projects prior to issuance of the Certificate of Occupancy.

B. The Contractor shall not bury any work to be inspected without such inspections taking place. The Contractor shall notify ~~twenty four (24)~~forty eight (48) hours in advanced and shall use every number available to contact the Field ~~Inspector~~Representative. If work is covered without the appropriate inspection, the Contractor will dig and expose any appurtenance which requires inspection at his/her own expense. No claims for project delays shall be made due to this inspection.

Subsection 1.4.03 MATERIAL AND EQUIPMENT SALVAGE

A. The City shall make it clear and understood that when the Contractor is required to remove portions of old mains or appurtenances from the ground, this shall be considered salvage. All salvage is the property of the City. The City reserves the right to request the Contractor to collect and stockpile all salvage in a location safe and free of nuisance to the public and/or deliver it to the Water Department yard in the City of Coeur d'Alene, Idaho, or dispose of it as directed by the Superintendent. Backfill, compaction, and surface repair of all excavations for salvage shall be made in accordance with these specifications.

B. Asbestos Cement (AC) pipe shall not be considered salvage, but must be disposed of in an approved manner, if removed from the trench, acceptable to the regulating agency.

SECTION 1.5 CONSTRUCTION SITE CONDITIONS

Subsection 1.5.01 RIGHTS-OF-WAY AND EASEMENTS

A. Water mains shall be installed in dedicated rights-of-way at all times unless it is absolutely imperative that a main be installed across private property. The Contractor shall be required to prove that this is the only financially feasible alternative to following existing rights of way. When a main is installed across private property, a~~n~~ public utility easement shall be established for water main maintenance and repairs and legal documentation of said easement shall be furnished to the City prior to acceptance of water mains. The standard right-of-way / easement for water mains shall be twenty (20') feet centered on the completed pipeline. All utility easements where active mains may cross private property shall be kept accessible to the City maintenance crews at all times for maintenance, locating and repairs. The City will reserve final approval of all proposed water line easements in regards to accessibility and grades.

1. Per existing City Water Department policy, no temporary or permanent buildings and/or structures shall be built within a water main utility easement or right-of-way. No structural wall shall be built within 10' of a water main including concrete footings and retaining walls. Any cover materials other than grass or asphalt shall be the responsibility of the property owner to replace should excavation for repairs and maintenance become necessary.

Subsection 1.5.02 OBSERVE MINIMUM UTILITY SEPARATIONS

A. A minimum of five (5') feet horizontal separation shall be maintained from other utilities such as gas, power, phone and TV cable. Public utilities wishing to install lines within a public utility easement shall require written permission from the City for access. The City shall retain the right to require the other utility to vacate the easement should any conflicts exist.

B. The standard minimum of ten (10') feet from any non potable line shall be maintained. No other utilities shall be laid in or over the same trench as the water main and shall observe the minimum five (5') foot horizontal separation requirements.

Subsection 1.5.03 PUBLIC CONVENIENCE

A. ***PUBLIC TRAFFIC*** - The Contractor shall at all times conduct his/her operations in a manner affecting the minimum obstruction and inconvenience to public traffic. Any planned interruptions in normal traffic flow shall have prior approval in the form of an approved encroachment permit received from the City of Coeur d'Alene Engineering Services Department. A permit to work within the right-of-way must be obtained from the ~~City Engineer~~ Streets & Engineering Department prior to beginning any work in the public right-of-way. The Contractor shall provide a traffic control plan for approval by the City Engineer and/or Superintendent when such work will impede or require any diversion of local traffic. The Contractor shall have under construction only that amount

of work he/she can execute properly within the limits of all safety regulations and the rights and convenience of the public. Utility work in the public street or right of way shall not be left open over night. The Contractor must fill in the work to finished grade or supply traffic rated plating if the Contractor has prior approval from the City Engineer and/or Superintendent. All public and private driveways impacted by the work shall be accessible by the end of the work shift.

B. ***WORK CONDITIONS*** - The work shall be carried on with special regard for the rights and convenience of the traveling public, the property owners, and residents along the line of work. All necessary precautions, as approved by the City Engineer, shall be taken wherever necessary to provide for two-way traffic along all traveled streets, unless otherwise approved and/or required by the City Engineer.

C. ***ACCESS TO PRIVATE PROPERTY*** - The Contractor shall provide necessary access to adjoining private property. Residents shall be notified if driveways are to be blocked, allowing removal of cars if desired. Driveways shall not be closed or obstructed longer than is absolutely necessary in the Superintendent's opinion, and means of crossing shall be provided during all stages of work. Work which impairs access to service stations, stores and other business establishments shall be carried on to completion as rapidly as possible and where necessary, steel plates or continuous bridges shall be provided to facilitate travel across the trench. Temporary access shall be made for the full width of affected driveways to facilitate access from either travel direction, including weekends and holidays.

D. ***PUBLIC SAFETY*** - The Contractor shall furnish, erect, and maintain in good order all warning signs, lights, barriers, and other measures designed to protect the traveling public as directed by the City and applicable laws and regulations. This provision shall include weekends and holidays.

E. ***TRAFFIC CONTROL DEVICES*** - All barricades, cones and warning devices shall comply with all MUTCD regulations and shall be plainly marked with the Contractor's name and contact number. Traffic control plans shall be pre-approved by the Streets and Engineering Department.

F. ***OTHER HAZARDS*** - The Contractor shall take immediate steps to correct any hazard affecting public safety. Where the Contractor does not take immediate action, the City Engineer or Superintendent may require temporary corrective steps be taken and the Contractor shall be charged for all costs involved. Where the City Engineer or Superintendent has taken temporary corrective steps, the Contractor shall not be relieved of his/her responsibility for public safety or damages to persons or property. The Contractor shall correct the hazardous condition at the earliest possible time and shall notify the City Engineer that he/she has done so.

Subsection 1.5.04 DUST ABATEMENT

A. The Contractor shall furnish all labor and equipment to carry out effective measures where necessary to prevent his/her operations from producing dust as directed by the City Engineer. This includes weekends and holidays. The Contractor shall be responsible for any damage resulting from dust originating from his/her operations. The Contractor shall not use a fire hydrant as a water supply unless authorized by the Superintendent. If authorized, the Contractor shall obtain any necessary equipment to record the water used and will be subject to any applicable fees and charges.

Subsection 1.5.05 SANITATION

A. The Contractor shall comply with all applicable rules and regulations established by the Idaho Department of Environmental Quality and the City of Coeur d'Alene in regards to keeping the construction site clean and preservation of the material sanitary conditions. All excess construction materials and supplies not intended for use shall be neatly piled or removed from the site on a regular basis. The site shall be thoroughly cleaned and restored to as near original condition prior to final completion of the project and shall be inspected prior to acceptance.

SECTION 1.6 REQUIRED TESTS AND INSPECTIONS

Subsection 1.6.01 PRESSURE TESTS

A. The Contractor shall perform all required pressure tests for all mains, fire hydrants, fire service laterals and service laterals as defined in Chapter 11 in the presence of the Water Department Field ~~Inspector~~ Representative and/or related RPR or Field Engineer. The pressure test shall consist of pumping the installation to 160 psi and maintaining said pressure for a minimum of two (2) hours while a pressure recording device is attached. A maximum allowable leak loss shall be calculated per the ISPWC, Section 401 and if the main exceeds the allowable leak loss or loses excessive pressure prior to the time limit, repairs shall be made and the test repeated until the installation passes and has been recorded as such. (Please see Water Standard Drawing W-35 Approved Pressure Testing Method and Water Standard Drawing W-36 Allowable Leak Loss Table)

Subsection 1.6.02 DISINFECTION AND BACTERIA SAMPLING

A. The Contractor shall perform water main disinfection as described per Chapter 10 of these construction standards. Procedures for acceptable disinfection methods are outlined and shall be followed. The Contractor shall consult the Water Department Field ~~Inspector~~ Representative as to the amount of flushing to perform and for a determination of the number of required bacteria samples to be extracted after flushing. All test results shall be forwarded to the Water Department for project records.

Subsection 1.6.03 COMPACTION AND OTHER REQUIRED TESTING

A. The Contractor shall have all compaction and other required tests performed as specified by these construction standards and/or the project contract documents. All test results shall be presented to the City for project records.

Subsection 1.6.04 REGULAR PROJECT INSPECTION

A. The Contractor shall notify the Registered Project Representative (RPR) or Project Engineer forty eight (48)~~twenty-four (24)~~ hours in advance of any work to be done which will require inspections, in order that such regular inspections may be provided with a minimum of inconvenience or delay. All fittings, taps, fire hydrants, services, thrust blocks and miscellaneous appurtenances shall be inspected and recorded for project record and as-built purposes. The Contractor shall also notify the Water Department ~~field inspector~~Field Representative for the same applications. For any work done with any area open to public traffic, the Contractor shall also notify the City Engineer.

B. The Superintendent or his/her designated representative shall at all times have access to the work during its construction and shall be furnished with every reasonable facility for ascertaining that materials and workmanship are in accordance with the requirements of these specifications. In the event that any work which requires routine inspection as specified is prematurely covered by the Contractor, the Superintendent may require the Contractor to uncover the affected area at his/her expense for proper inspection such as fittings, thrust blocks, service lateral connections, or any other areas or appurtenances which may require as-built measurements and visual confirmation of compliance with these regulations.

SECTION 1.7 PROJECT COMPLETION

Subsection 1.7.01 COMPLETION OF WORK

A. The work shall be considered complete and acceptable when the Contractor has fulfilled all requirements of the project contract requirements, any additional requirements under field change orders or corrections and any specific requirements in accordance with these standards for installation of public facilities, has removed all excess materials and equipment, has swept all paved areas and has restored the site to as good or better condition than it was when he/she found it. The City will dispatch a~~n inspector~~ Field Representtvie to ensure all clean up and disposal has been taken care prior to final acceptance.

Subsection 1.7.02 FINAL INSPECTION

A. The Contractor shall notify the Superintendent or his/her representative in writing forty eight (48) ~~twenty-four (24)~~ hours in advance to schedule. The final inspection may generate a punch list which will be given to the Contractor within a mutually agreed upon date after inspection.

B. Any punch list items identified by the ~~inspector~~ Field Representative shall be the responsibility of the Contractor to repair in a timely manner prior to receipt of final payment.

Subsection 1.7.03 AS-BUILTS

A. The Contractor and/or Project Engineer shall supply as-builts on the plans provided, indicating the exact locations of all facilities installed before the City will accept the project as completed. The Contractor shall supply the Superintendent with all construction notes which may or may not have been included on the as-builts. As-builts are due to the City no more than thirty (30) days after substantial completion of the project. If no as-builts are received, the City shall withhold any building permits for the project and/or Certificates of Occupancy. Any and all plan/construction changes shall be included with the final as-builts. The as-builts shall contain information regarding planned and actual installations, footage measurements for all fittings, tees and valves, detailed information and measurements for any appurtenances removed or replaced during construction, and any information regarding service stubs and their locations.

CHAPTER 2

TRENCHING AND EXCAVATIONS

SECTION 2.1 INFORMATION AND DOCUMENTATION

Subsection 2.1.01 GENERAL INFORMATION

A. The City of Coeur d'Alene Water Department Construction Standards will provide a general description of the correct procedures for utility trenching and excavation work to be performed in City Right-Of-Way and/or easements which may or may not contain existing City, and other utility infrastructure. Contractor's working in and for the City of Coeur d'Alene shall be responsible for reading and understanding these standards in their entirety.

Subsection 2.1.02 REFERENCES

A. IDAPA 58.01.08

B. AWWA/ANSI – C600-99. C602-00, C603-05, C605-94

Subsection 2.1.03 DOCUMENTATION

A. ***CONTRACT DOCUMENTS –*** Shall contain plans and specifications identifying all work to be done on the utility construction project. The Field Engineer and/or ~~Inspector~~ Field Representative shall be responsible for knowing and understanding the scope of

work to be performed. They shall also be responsible for measuring and recording pertinent project information regarding location of valves, tees, elbows, fire hydrants, and crossings with other utilities, etc., for transfer to as-builts and provision to the City ~~field inspector~~Field Representatvie. Measurements for the City's benefit shall be in feet and inches from an identifiable location such as valve box or fire hydrant and not from engineering stations or movable objects such as power poles, trees or buildings.

B. ***SUBMITTALS*** **-** The Superintendent or his/her designated agents shall approve all plans, drawings, or sketches showing locations of new facilities to be connected to the City water system. No work may begin until written approval from the Superintendent and the City Engineer has been received.

Subsection 2.1.04 DEPARTMENT CONTACT NUMBERS

A. ***City Contact Numbers*** **-** The following numbers and information should be included in the Contract Documents for immediate availability to the Contractor:

Table 2.1

1. Water Dept.	(208)796-2210
2. Streets & Engineering Dept.	(208)769-2235
3. Wastewater Dept.	(208)769-2246

B. ***Other utility contacts*****:**

Table 2.2

1. Avista (gas & power)	1(800)992-9137 or (208)769-1342
2. Kootenai Electric	1(800)240-0459 or (208)765-1200
3. Spectrum Cable	1(800)683-1000 or (208)667-5521
4. Frontier Communications	(208)664-7171
5. If not sure who to contact, please call the Water Dept.	(208)769-2210

SECTION 2.2 TRENCHING

Subsection 2.2.01 PRE-CONSTRUCTION CONFERENCE

A. Prior to work commencing on any project, the Contractor shall schedule a pre-construction conference with the City Water Department to inform the Superintendent of the work to be performed. Any necessary contract documentation shall be provided to the City Water Department prior to the pre-construction conference. The Contractor shall attempt to have a representative from all of the Contractor's subs at the meeting, or shall be authorized to speak for them. The Contractor shall provide at the meeting:

1. A complete listing of the Contractor's subcontractors for the project.

2. An approved set of plans with the City Engineer's signature. Any changes, additions or deletions shall be reviewed and signed by the City Engineer prior to construction as well. The Contractor shall have a set of signed plans available at the work site at all times which shall be shown to the ~~field inspector~~Field Inspector.

3. A project schedule which shall be regularly updated and any changes shall be submitted to the City during the project.

4. Proof of insurance, license and bonding if not provided to the City at an earlier date.

B. If construction stops or is delayed longer than thirty (30) days, or there are significant changes with the construction drawings/project, the Contractor shall set an additional pre-construction conference to review the work to be done and any possible changes. . Minor drawing detail changes may be accomplished through the normal review process by the City Engineer.

Subsection 2.2.02 TRENCHES

A. The Contractor shall excavate all trenches to the required grade and alignment as shown on the Contract Documents and/or called for in these standards. The allowable length of open trenches shall be determined by the City Engineer and/or Superintendent when work is started. The trench shall be excavated only so far in advance of pipe installation as the City Engineer will permit. The trench work shall conform to OSHA recognized standard Trench Safety Practices in regards to sloping and/or shoring requirements. Work may be terminated by City ~~inspectors~~ Field Representatives if they determine that the Contractor has not provided adequate safety for his/her employees or the public.

B. Utility trenches for water mains and services shall be excavated to a depth sufficient to provide a minimum six (6") inch bedding if so required and a minimum four and one half (4 ½') foot of pipe cover. All excavation work shall be consistent with OSHA approved safe trenching practices or as provided by the CDA Water Department Safety Manual. No City employee will be expected to enter any trenches they deem to be unsafe by City standards.

Subsection 2.2.03 TRENCH WIDTHS

A. The Contractor shall provide a minimum trench width for the various sizes of pipe as indicated in **Table 2.3**. This trench width will allow for safe movement of employees and equipment around the pipe laid in the trench.

Table 2.3

Inside Diameter	Width of Trench
4" and 6"	20"
8" and 10"	24"
12" to and including 36"	Outside diameter of pipe plus 12"

Subsection 2.2.04 DEPTH OF PIPE

A. All water mains shall have a minimum cover of four foot six inches (4' 6") and maximum cover of six feet (6') between the top of the pipe and the finished grade, unless otherwise approved or directed by the Superintendent. (Please see Water Standard Drawing W-11 Pipe Bedding and Backfill)

Subsection 2.2.05 EXCESS EXCAVATION

A. In the event the trench is over excavated without the permission or recommendation of the Engineer, the trench shall be back-filled at the Contractor's expense to six (6") inches below the bottom of the pipe for PVC plastic pipe and ductile iron pipe with approved select backfill material level across the trench. The approved backfill materials shall be properly compacted prior to installation of approved pipe bedding materials. When excavating in soft and unstable soils, the contractor shall undercut the trench to a depth to be approved by the Engineer that will properly support the pipe and related fittings and backfill with a select backfill material approved by the Engineer. The backfill material shall be moistened and placed in uniform layers in accordance with the backfill requirements of these standards. The Contractor shall furnish and install said backfill material per unit payment as specified in the contract documents unless the contractor has created the problem, which then would be at his/her own expense as determined by the Engineer. (Please see Water Standard Drawing W-11 Pipe Bedding and Backfill)

Subsection 2.2.06 DEWATERING THE TRENCH

A. All water encountered must be pumped out of the trench and the trench kept dry until the pipe has been installed and the joints closed. Any ground water entering an open pipe shall immediately be removed and the pipe shall be flushed clean of any debris or mud prior to continuing installation. If the contaminated pipe cannot be readily cleaned by flushing or other acceptable means, the contaminated pipe shall be removed, properly cleaned or replaced as necessary to ensure a clean, uncontaminated installation.

Subsection 2.2.07 PROTECTION OF EXISTING FACILITIES

A. The Contractor shall be responsible for the care and protection of all existing sewer lines, water lines, gas mains, culverts, or other facilities or structures that may be encountered in the area of his work. Prior to construction, the Contractor shall notify each agency of jurisdiction and make arrangements for the locating of their facilities. This shall include, but not be limited to contacting the Kootenai County One Call utility locating system by dialing "811" from any phone. When an existing facility is damaged or requires special protection due to his/her operation, the contractor shall notify the agency of jurisdiction and the Contractor shall be liable for the cost of repairs or protection. The Contractor shall not bury any damaged and repaired utilities until inspected and approved by the agency of jurisdiction.

Subsection 2.2.08 CHANGES IN LINE OR GRADE

A. The City Engineer and/or Superintendent shall have the authority to order revisions in the line or grade when obstructions are encountered which will require alterations to the plans. The Contractor shall be responsible for determining the fittings required, both horizontal and vertical, to conform with the new alignment and grade necessary to avoid conflict with existing facilities.

Subsection 2.2.09 TRENCH READY FOR INSTALLATION

A. When the trench is properly prepped and ready for pipe installation, the Contractor shall follow the applicable chapter related to the type of installation to be completed. Once all facets of the installation are completed including all necessary inspections, the Contractor shall follow the final bedding and backfill procedures as outlined in Chapter 8.

Subsection 2.2.10 INSPECTIONS

A. The bedding and initial installation of the main shall be inspected prior to backfilling of the trench. The Contractor shall notify the Field Engineer and ~~Inspector~~Field Representative a minimum of ~~twenty four (24)~~forty eight (48) hours prior to work being completed to allow sufficient time to have the inspections completed without delaying the work being done. The final backfill shall be inspected prior to placing of asphalt or concrete.

B. The Contractor shall not bury any work to be inspected without such inspections taking place. The Contractor shall notify ~~twenty four (24)~~forty eight (48) hours in advanced and shall use every number available to contact the Field ~~Inspector~~Representative. If work is covered without the appropriate inspection, the Contractor will dig and expose any appurtenance which requires inspection at his/her own expense. No claims for project delays can be made due to this.

SECTION 2.3 EXCAVATIONS

Subsection 2.3.01 GENERAL

A. Excavations and utility trenching are commonly confused as one and the same, However, for the purposes of these standards, excavation shall indicate digging on an area wider than a standard two (2') foot plus wide trench whereas the danger of cave ins is significantly reduced to the employee within the excavated area due to the additional space.

B. When utilized for a water related appurtenance, the same provisions as described above for utility trenches will be implied**.**

C. Patching of all trenches shall consist of a minimum of three (3") inches of ~~G-Mix~~Class 3 asphalt unless otherwise directed on the plans or by the City Engineer. All joints between existing asphalt and new asphalt shall be coated with an approved emulsion tack coating.

CHAPTER 3

WATER PIPE AND RELATED FITTINGS

SECTION 3.1 MATERIAL INFORMATION

Subsection 3.1.01 GENERAL

A. All materials supplied by the Contractor or the City shall be new, clean and shall meet or exceed all City and AWWA guidelines. The material shall be handled in a manner which will protect its integrity and any coatings or special surface preparations it may have.

B. All PVC pipe for water main use shall be Class 150 DR-18 meeting the AWWA standard C-900 for four (4") inch through twelve (12") inch, or C-905 for pipe larger than twelve (12") inch.

C. Ductile iron pipe for water mains shall be cement lined and shall conform to the specifications of ANSI/AWWA C151/A21.51-81 for Class 50 Pressure Pipe, ANSI/AWWA C111/A21.11-85 for rubber gasket joints for ductile iron pressure pipe and fittings, unless otherwise specified on the plans or approved by the Engineer

D. Long term storage of PVC out of doors shall be accomplished with use of tarps to cover and protect the pipe exterior and especially the sealing ends from ultraviolet degradation caused by direct exposure to sunlight in excess of 6 months. Pipe stored for longer than this period shall be thoroughly inspected upon delivery and may be rejected by the City. The supplier shall replace any rejected pipe at no expense to the contractor or the City.

Subsection 3.1.02 REFERENCES

A. IDAPA 58.01.08

B. AWWA/ANSI C900-97 (4" – 12") & C905-97 (14~~6~~" – 48")

C. AWWA/ANSI C500-02 through C605-94

Subsection 3.1.03 CERTIFICATE OF MANUFACTURE

A. Every shipment of pipe shall be accompanied by a statement from the manufacturer certifying that each length of pipe has been found to meet the requirements thereof. This certificate shall be filed with the Superintendent prior to the unloading of said material at the job site. All pipe shall be so tagged or marked by the manufacturer as to clearly indicate it has been subject to and meets the City's requirements. Said tags or marks shall be preserved by the Contractor until inspection and approval by the Superintendent has been obtained.

Subsection 3.1.04 DOCUMENTATION

A. Per the Contract Document requirements, the Field Engineer and/or ~~Inspector~~Field Representative shall confirm that all materials utilized on the project meet all recognized standards and materials and installation. They shall also be responsible for measuring and recording pertinent project information regarding location of valves, tees, elbows, fire hydrants, and crossings with other utilities, etc., for transfer to as-builts and provision to the City ~~field inspector~~Field Representative. Measurements for the City's benefit shall be in feet and inches from an identifiable location such as valve box or fire hydrant and not from engineering stations or movable objects such as power poles, or buildings.

B. The Contractor and/or Project Engineer shall supply as-builts on the plans provided, indicating the exact locations of all facilities installed before the City will accept the project as completed. The Contractor shall supply the Superintendent with all construction notes which may or may not have been included on the as-builts. As-builts are due to the City no more than thirty (30) days after substantial completion of the project. If no as-builts are received, the City shall withhold any building permits for the project and/or Certificates of Occupancy. Any and all plan/construction changes shall be included with the final as-builts. The as-builts shall contain information regarding planned and actual installations, footage measurements for all fittings, tees and valves, detailed information and measurements for any appurtenances removed or replaced during construction, and any information regarding service stubs and their locations.

Subsection 3.1.05 PRE-CONSTRUCTION CONFERENCE

A. Prior to work commencing on **any** project, the Contractor shall schedule a pre-construction conference with the City Water Department to inform the Superintendent of the work to be performed. Any necessary contract documentation shall be provided to the City Water Department prior to the pre-construction conference. The Contractor shall

attempt to have a representative from all of the Contractor's subs at the meeting, or shall be authorized to speak for them. The Contractor shall provide at the meeting:

1. A complete listing of the Contractor's subcontractors for the project.

2. An approved set of plans with the City Engineer's signature. Any changes, additions or deletions shall be reviewed and signed by the City Engineer prior to construction as well. The Contractor shall have a set of signed plans available at the work site at all times which shall be shown to the ~~field inspector~~Field Representative.

3. A project schedule which shall be regularly updated and any changes shall be submitted to the City during the project.

4. Proof of insurance, license and bonding if not provided to the City at an earlier date.

B. If construction stops or is delayed longer than thirty (30) days, or there are significant changes with the construction drawings/project, the Contractor shall set an additional pre-construction conference to review the work to be done and any possible changes. Minor drawing detail changes may be accomplished through the normal review process by the City Engineer.

SECTION 3.2 PVC PIPE REQUIREMENTS

Subsection 3.2.01 HANDLING OF PVC PIPE AND ACCESSORIES

A. Tools and equipment designed for use with PVC pipe and satisfactory to the Superintendent shall be provided and used by the Contractor for the safe and efficient execution of the work. All PVC pipe, fittings, valves and accessories shall be handled in such a manner as to prevent damage. The PVC pipe shall not be dropped or thrown into the trench or onto the street surface. Any PVC pipe which has been dropped shall be thoroughly inspected and rejected at the Contractor's expense if any damage is found. The damaged PVC pipe shall be marked and removed from the work site.

Subsection 3.2.02 BEARING FOR PVC PIPE

A. Bearing for PVC pipe shall be obtained by placing mounds of Type III bedding material or approved native material in the middle and near the ends of the pipe. The mounds shall extend across the trench, shall be six (6") inches wide, and shall be high enough to insure a clearance of at least six (6") inches beneath the bottom of the pipe along its entire length. Mounds shall bring the pipe to true line and grade as shown on the plan and profile. The entire length of the pipe shall be bedded with Type III bedding or approved native material to the centerline of the pipe, tamped well under and around the pipe, as indicated in the backfill section. Once the initial backfill has been tamped, the pipe shall be covered to a minimum of twelve (12") inches, minimum twenty four (24") inches in rocky soils, above the highest portion of the pipe level across the trench. The bedding material shall then be tamped around the pipe prior to additional lifts of backfill

being placed in the trench. If the trench is in a rock base, the trench shall be over excavated at least six (6") inches below the bottom of the pipe and shall have Type III bedding or approved native material placed and evenly distributed prior to pipe installation. (Please see Water Standard Drawing W-11 Pipe Bedding and Backfill)

Subsection 3.2.03 CUTTING OF PVC PIPE

A. PVC water main may be cut with a powered chop saw, a PVC hand saw, an approved rotary pipe cutter or a chain style pipe cutter. Cut edges shall be buffed smooth as required. A beveling tool shall be utilized to cut or restore pipe assembly bevels at the spigot end as needed.

B. Cut sections of piping may be utilized to continue the main provided that the cuts are clean and squared with no additional grooves, cracks or divots which may affect pipe integrity.

Subsection 3.2.04 PIPE DEFLECTION

A. The PVC water pipe shall not be deflected along its length or at each bell joint greater than the manufacturer's recommendation. The Contractor shall block or brace the pipe joints to ensure that bending of the C900 PVC pipe does not result in axial deflection in the gasketed or mechanical joint that exceeds the manufacturer's published limits. Excessive axial-joint deflection may result in damage or leaks caused by excessive stress on the joints. Any necessary deflection beyond this point shall be accomplished with the aid of mechanical joint fittings and shall be shown on the construction drawings as necessary. At no time shall the pipe be deflected by the use of any mechanical device greater than a shovel or small pry bar. Please see **Table 3.1** for AWWA recommended PVC pipe deflection radius.

Table 3.1

Allowable Radius for C900 PVC Pipe

Nominal Size		Minimum Bending Radius	
in.	*(mm)*	*ft.*	*(m)*
4	(100)	100	(30.5)
6	(150)	144	(43.9)
8	(200)	189	(57.6)
10	(250)	231	(70.4)
12	(300)	275	(83.8)

ANSI/AWWA C900 PVC pipe with cast iron (CI) outside diameters.

Subsection 3.2.05 PERMEATION

A. Where there may be the likelihood that piping used for mains or services may be exposed to a significant concentration of pollutants including but not limited to low-molecular-weight petroleum products and organic solvents or their vapors, the Project Engineer shall review the material selections or consider protection via casing materials of a permeation resistive nature. Use of polyethylene, polybutylene, or polyvinyl chloride (PVC) have been documented as having been affected by permeation of low-molecular-weight organic solvents and petroleum products.

SECTION 3.3 DUCTILE IRON PIPE

Subsection 3.3.01 HANDLING OF DUCTILE IRON PIPE AND ACCESSORIES

A. Specific tools and equipment designed for use with ductile iron pipe and satisfactory to the Superintendent shall be provided and used by the Contractor for the safe and efficient execution of the work. All ductile iron pipe, fittings, valves and accessories shall be handled in such a manner as to prevent damage. Ductile iron pipe shall not be dropped or thrown into the trench or onto the street surface. Any ductile iron pipe which has been dropped shall be thoroughly inspected and rejected at the Contractor's expense if any damage is found including cracked cement mortar linings. The damaged ductile iron pipe shall be marked and removed from the work site.

Subsection 3.3.02 BEARING FOR DUCTILE IRON PIPE

A. Bearing for ductile iron pipe, if so required, will be in the preformed in the same application as with PVC pipe. Type III bedding material or approved native material in the middle and near the ends of the pipe shall be utilized as approved by the Field Engineer or ~~Inspector~~Field Representative. The entire length of the pipe shall be bedded with Type III bedding or approved native material to the centerline of the pipe, tamped well under and around the pipe, as indicated in the backfill section. (Please see Water Standard Drawing W-11 Pipe Bedding and Backfill)

Subsection 3.3.03 CUTTING OF DUCTILE IRON PIPE

A. Ductile iron water main may be cut with a powered chop saw or a hydraulic compression type pipe cutter. Cut edges shall be ground smooth as required and the lining shall be checked for cracked or missing pieces.

B. Cut sections of piping may be utilized in conjunction with other fittings to continue the main provided that the cuts are clean and squared with no additional grooves, cracks or divots which may affect pipe integrity. They cannot be used in a bell and spigot joint.

Subsection 3.3.04 PIPE DEFLECTION

A. The ductile iron water pipe shall not be deflected along its length. Deflection shall take place at each bell joint or mechanical joint no greater than the manufacturer's recommendation. Any necessary deflection beyond this point shall be accomplished with the aid of mechanical joint fittings and shall be shown on the construction drawings as necessary. At no time shall the pipe be deflected by the use of any mechanical device greater than a shovel or small pry bar. Please see **Table 3.2** for AWWA recommended ductile iron pipe deflection radius for bell and spigot joints.

Table 3.2

Maximum Joint Deflection – Bell and Spigot Joints

Nominal Pipe Size		Deflection Angle- θ	Maximum Offset - S† *in. (m)*		Approx. Radius of Curve - R† Produced by Succession of Joints *– ft. (m)*	
in.	*(mm)*	*deg.*	*Inches per 20 ft.*	*(5.5m)*	*Total Radius w/ 20' stick*	*Total Radius w/5m stick*
4	(102)	5	21	(0.53)	230	(70)
6	(152)	5	21	(0.53)	230	(70)
8	(203)	5	21	(0.53)	230	(70)
10	(254)	5	21	(0.53)	230	(70)
12	(305)	5	21	(0.53)	230	(70)
16	(406)	3	12	(0.30)	380	(116)
18	(457)	3	12	(0.30)	380	(116)
20	(508)	3	12	(0.30)	380	(116)
24	(610)	3	12	(0.30)	380	(116)

For 14-in. and larger push-on joints, maximum deflection angel may be larger then shown above. Consult manufacturer.

B. Joint deflection shall not exceed the previous table unless demonstrated in writing from the material manufacturer and approved by the City Engineer and/or Superintendent.

C. Please see **Table 3.3** for AWWA recommended DI pipe deflection radius for mechanical joints on the following page.

Table 3.3

Maximum Joint Deflection – Mechanical Joint Pipe

Nominal Pipe Size		Deflection Angle- θ	Maximum Offset - S† *in. (m)*		Approx. Radius of Curve - R† Produced by Succession of Joints *– ft. (m)*	
in.	*(mm)*	*deg.*	*Inches per 20 ft.*	*(5.5m)*	*Total Radius w/ 20' stick*	*Total Radius w/5m stick*
4	(102)	8-18	35	(0.53)	140	(70)
6	(152)	7-07	30	(0.53)	160	(70)

8	(203)	5-21	22	(0.53)	220	(70)
10	(254)	5-21	22	(0.53)	220	(70)
12	(305)	5-21	22	(0.53)	220	(70)
16	(406)	3-35	15	(0.30)	320	(116)
18	(457)	3-00	12	(0.30)	380	(116)
20	(508)	3-00	12	(0.30)	380	(116)
24	(610)	2-23	10	(0.30)	500	(116)

SECTION 3.4 ASBESTOS CEMENT (AC) PIPE

Subsection 3.4.01 CUTTING AND TAPPING AC PIPE

A. Cutting of AC pipe shall be performed using a hand saw or manual/ ~~or~~ hydraulic snapping tool only due to the known hazards of airborne asbestos particles contained in the dust created by powered cut off saws.

1. Care shall be taken to prevent the inhalation hazards whenever working with AC pipe. Proper respiratory protection equipment shall be worn at all times during cutting and cleaning of the pipe. Airborne asbestos particles are a known carcinogen and all employees with potential exposure must be protected per OSHA guidelines.

2. The portion of pipe cut out shall not be removed from the trench if at all possible. Once removed from the trench, the pipe is then considered hazardous waste and must be disposed per hazardous waste guidelines by double bagging in approved asbestos bags and sending to an approved disposal site. If left in the trench, the pipe can be mechanically crushed during backfill and compaction and will pose no further threat.

B. Tapping of AC pipe may be done in the normal fashion utilizing a tapping tee or sleeve, gate valve and hydraulic tapping machine. Where two or more domestic taps, two (2") inches or less are to be made, saddles and corp stops will be utilized and shall be placed a minimum of twenty four (24") inches apart on center to prevent cracking of the AC main. Where more than one tap four (4") inch and larger is made, the taps shall be a minimum of five (5') feet apart on center to preserve the structural integrity of the pipe. Any loosened soil under the pipe near a tapping tee or sleeve shall be removed and concrete shall be placed in the void to provide adequate and stable bearing surface. All coupons from AC pipe Tapping shall be saved in and offered to the Field Representative for pipe evaluation. Care should be taken to avoid undercutting of soil below pipe.

C. Rough barrel AC pipe has varying wall thickness comparable with other types of pipe. Six (6") inch AC pipe has a three-quarter (3/4") inch wall thickness. Eight (8") inch AC pipe has a wall thickness of one and one-eighth (1 1/8") inches. And twelve (12") inch AC pipe has a one and three-eighths (1 3/8") inch wall thickness.

SECTION 3.5 FITTINGS AND RELATED MATERIALS

Subsection 3.5.01 FITTINGS AND VALVES

A. Fittings shall conform to the latest editions of AWWA Specifications – either C111/A21.11 or C-104. Either of the following types of fittings may be used:

1. Mechanical Joint – The Contractor may use mechanical joint fittings approved for use with ductile iron pipe. Joint restraints shall include meg-a-lug glands and thrust blocks. Where gate or butterfly valves connect to the fitting, the fitting shall have a flanged connection, unless otherwise approved by the City.

2. Flanged type for outlet on tees and crosses or as required by the plans.

B. Gate and butterfly valves shall be AWWA approved resilient seated valves and shall meet all requirements as specified in Chapter 4 of these construction standards.

Subsection 3.5.02 DEFECTIVE OR DAMAGED MATERIAL

A. The pipe and couplings shall be carefully inspected for defects. Material found to be defective or damaged shall be rejected, marked and removed from the work site. In the event a portion of a length of pipe is damaged, the damaged portion shall be cut off in an approved manner, discarded and the remaining sound portions may be used. The Contractor shall be responsible for any and all damage to material and he/she shall stand the expense of repairing or replacing same. Rubber gaskets shall be stored out of the sun, inspected and protected from deterioration.

Section 3.5.03 PLUGS

A. All openings in the pipeline shall be closed with watertight expandable type plugs, a push in plug (or pipe section with cap), or cast iron test plugs at the end of each day's operation. The use of fabric, plastic, a bucket, wood or other similar temporary plugs will not be permitted.

SECTION 3.6 INSTALLATION

Subsection 3.6.01 ASSEMBLY AND INSTALLATION

A. PIPE AND FITTINGS -All connecting parts of pipe, gaskets, couplings and fittings shall be thoroughly cleaned before assembly and shall be assembled in a workmanlike manner in accordance with the manufacturer's recommendations or as provided in these specifications. Lubricant shall be as provided or approved by the pipe manufacturer. Excessive use of lubricant will not be permitted.

Subsection 3.6.02 JOINING PVC, DUCTILE IRON AND AC PIPE AND FITTINGS

A. In joining with a rubber gasket type fitting, the length of pipe shall be a maximum of twenty (20') feet and a minimum of one and a half (1 ½) feet. All PVC, AC and ductile iron pipe, four (4") inch and larger shall be joined at tees, valves and other fittings by the use of a mechanical joint. Additional joint restraint, such as EBAA Iron 2000 PV series or a Meg-A-Lug 1100 series shall be installed as part of these construction standards if deemed applicable by the City Engineer and/or Superintendent. The use of joint restraints does not eliminate the need for thrust blocks.

B. Where rubber ring fittings are used, the pipe must have a machined end in accordance with the manufacturer's recommendations. Joining AC pipe to PVC pipe will require the use of Romac couplings when a tee or elbow will not be installed. All valves shall be bolted to tees and crosses where applicable. Valves may occasionally be used with ninety (90^{o}) degree elbows but shall be bolted to one side of the fitting.

C. Please see **Table 3.4** for applicable bolt torque for all mechanical joint fittings unless otherwise specified by the respective manufacturer.

Table 3.4

Mechanical Joint Bolt Torque

Joint Size		Bolt size		Range of Torque	
in.	*(mm)*	*in.*	*(mm)*	*ft.lb*	*(N.m)*
4-24	(102-610)	¾"	(19)	75-90	(102-122)
30-36	(762-914)	1"	(25)	100-120	(136-163)
42-48	(1067-1219)	1 ¼"	(32)	120-150	(163-203)

Subsection 3.6.03 JOINT RESTRAINT

A. All mechanical joint deflection greater than eleven and one-quarter ($11\ ^{1/4}$) degrees shall be physically restrained with a minimum of a poured concrete thrust ~~or a half (½) concrete ecology~~ block. The poured blocks shall be poured the full depth of the fitting with minimum 4 mil plastic sheeting double wrapped around the fitting. The concrete shall be poured to a perpendicular undisturbed embankment. ~~The ecology block shall be set square against and centered on the fitting, at a minimum six (6") inches below the bottom of the fitting, and the space between the embankment and the block shall be filled with a minimum three quarter inch (¾") minus aggregate and compacted to 90% density.~~ (Please see Water Standard Drawing W-9 Thrust Blocking)

Subsection 3.6.04 BLOW OFF ASSEMBLY

A. A blow off assembly shall be installed in accordance with the City Construction Standards at locations noted on the plans and at such additional locations as required by the City Engineer and/or Superintendent for the removal of water and/or sediment. All

dead end mains and stubs in excess of five (5) feet shall have a blow off assembly installed with applicable valve boxes to finished grade. (Please see Water Standard Drawing W-6 Frost Free Blow Off Assembly

Subsection 3.6.05 LOCATING WIRE

A. All PVC and ductile iron water mains, fire services and fire hydrant laterals shall have a locating wire of not less than 12 ga. single or multi-strand copper with an insulated coating. The locating wire shall extend from just under the valve box lid down the inside of the valve box top section and outside of the valve box bottom section to the distribution main and shall be aligned at and taped to the center top of the pipe. Any connections shall be made with an approved direct bury connection. (Please see Water Standard Drawings W-11 Pipe Bedding and Backfill and W-12 Cast Iron Valve Box – Two Piece)

Subsection 3.6.06 MARKER TAPE

A. All water mains shall have an approved marking tape to be placed approximately twenty four (24") inches below finished grade and level in the trench with all lettering facing up. The tape shall be magnetically detectable and shall indicate "Buried Water Line Below". (Please see Water Standard Drawing W-11 Pipe Bedding and Backfill)

Subsection 3.6.07 INSPECTION

A. The bedding and initial installation of the main shall be inspected prior to backfilling of the trench. The Contractor shall notify the Field Engineer and ~~Inspector~~Field Representative a minimum of ~~twenty four (24)~~forty eight (48) hours prior to work being completed to allow sufficient time to have the inspections completed without delaying the work being done. The final backfill shall be inspected prior to placing of asphalt or concrete.

B. The Contractor shall not bury any work to be inspected without such inspections taking place. The Contractor shall notify ~~twenty four (24)~~forty eight (48) hours in advanced and shall use every number available to contact the Field ~~Inspector~~Representative. If work is covered without the appropriate inspection, the Contractor will dig and expose any appurtenance which requires inspection at his/her own expense. No claims for project delays can be made due to this.

SECTION 3.7 CASING FOR RIGHT-OF-WAY CROSSINGS

Subsection 3.7.01 CASING FOR PVC AND DUCTILE IRON PIPE

A. Where it is necessary to install pipe in a casing, such as right-of-way or utility crossings, railroad and interstate crossings as well as waterway crossings, the casing sizes are indicated in **Table 3.5** and shall be utilized with approved wall thickness and the appropriate casing insulators. The casing insulators are available for various pipe sizes in

certain casing sizes. The Contractor shall only install approved insulators as specified ~~I~~ in the Contract Documents.

1. Casing wall thickness shall be determined dependent on the application it is being installed for. Wall thickness may be greater for unconfined soil placements or extreme traffic loading. The Project Engineer shall review all applicable regulations and construction standards prior to specifying the type and wall thickness of the casing to be used on the project.

Table 3.5

Casing

Inside Diameter	
Pipe Size	Casing Size
6”	12”
8”	16”
10”	18”
12”	20”
14”	24”
16”	26”
18”	32”
24”	36”

B. If steel casing is used, it shall have a minimum thickness of ¼ inch.

C. ***SEALS AND INSULATORS FOR STEEL CASING PIPE -*** Casing insulators shall be used to electrically isolate the casing pipe from the water main. The insulators shall be equipped with heavy duty fusion bonded epoxy coated stainless steel spacers, with a minimum twelve (12”) inch width, two (2”) inch wide glass reinforced runners, with a minimum of two (2”) bottom runners and two (2”) top runners for pipe four (4”) inches through twelve (12”) inches, and a minimum of four (4”) runners at the bottom and two (2”) runners at the top for fourteen (14”) inch through thirty-six (36”) inch pipe.

D. ***CLOSURE OF CASING AFTER PIPE HAS BEEN INSTALLED -*** Under no circumstances should the ends of the casing be closed or any material installed inside the casing until after the pressure test has been completed and approved by the ~~field inspector~~ Field Representative in charge. After the test, the ends of the casing should be sealed off. Closure shall be by manufactured boot, grouting, or insulating foam as approved by the City.

E. The bedding and initial installation of the main shall be inspected prior to backfilling of the trench. The Contractor shall notify the Field Engineer and ~~Inspector~~ Field Representative a minimum of ~~twenty four (24)~~forty eight (48) hours prior to work being completed to allow sufficient time to have the inspections completed without delaying the

work being done. The final backfill shall be inspected prior to placing of asphalt or concrete.

F. Patching of all trenches shall consist of a minimum of three (3") inches of ~~G-Mix~~Class 3 asphalt unless otherwise directed on the plans or by the City Engineer. All joints between existing asphalt and new asphalt shall be coated with an approved emulsion tack coating.

CHAPTER 4

MAIN LINE AND ISOLATION VALVES

SECTION 4.1 INFORMATION AND DOCUMENTATION

Subsection 4.1.01 GENERAL INFORMATION

A. Main line and lateral isolation **v**alves shall be the same size as the mains in which they are to be installed unless otherwise indicated on the plans. Gate valves shall be used to isolate all stubs and mains two (2") inch through eight (8") inch, and shall be bolted to all tees, crosses, and other fittings as established by the engineered drawings, Contract Documents and these Construction Standards or as determined by the City Engineer and/or Superintendent. Any valves designed near elbows shall be bolted to the elbow by use of flanged fittings or a Foster gland pack adapter. Butterfly valves will be used for mains twelve (12") inches and larger unless the specific application calls for use of a gate valve such as a tapping sleeve.

Subsection 4.1.02 REFERENCES

A. IDAPA 58.01.08

B. AWWA/ANSI C509-01

C. AWWA/ANSI C504-00

D. AWWA/ANSI C 512-04

Subsection 4.1.03 SUBMITTALS

A. The City Engineer and/or Superintendent shall approve all plans, drawings, or sketches showing locations of new facilities to be connected to the City water system. No work may begin until written approval from the Superintendent and the City Engineer has been received.

Subsection 4.1.04 DOCUMENTATION

A. The Field Engineer and/or ~~Inspector~~Field Representative shall have reviewed and understand the scope of the work to be performed according to the Contract Documents prior to work commencing. They shall also be responsible for measuring and recording pertinent project information regarding location of valves, tees, elbows, fire hydrants, and crossings with other utilities, etc., for transfer to as-builts and provision to the City ~~field inspector~~Field Representative. Measurements for the City's benefit shall be in feet and inches from an identifiable location such as valve box or fire hydrant and not from engineering stations or movable objects such as power poles, trees or buildings.

B. The Contractor and/or Project Engineer shall supply as-builts on the plans provided, indicating the exact locations of all facilities installed before the City will accept the project as completed. The Contractor shall supply the Superintendent with all construction notes which may or may not have been included on the as-builts. As-builts are due to the City no more than thirty (30) days after substantial completion of the project. If no as-builts are received, the City shall withhold any building permits for the project and/or Certificates of Occupancy. Any and all plan/construction changes shall be included with the final as-builts. The as-builts shall contain information regarding planned and actual installations, footage measurements for all fittings, tees and valves, detailed information and measurements for any appurtenances removed or replaced during construction, and any information regarding service stubs and their locations.

Subsection 4.1.05 VALVE LOCATION

A. Straight line runs must have in-line valves at least every two (2) standard city blocks or 600 feet, as determined by the City Engineer and/or Superintendent. All lateral connections will have a valve bolted to the tee or cross. Where tees are installed, a main line valve shall be required a minimum of every two standard city blocks for possible future control. Valve locations will be closely studied for locations to best suit the future operation of the system and create as little service interruption as possible. Where designed, valves shall be bolted to elbows by means of flanged fittings or a Foster pack gland adapter.

B. Butterfly valve operating nuts, when standing on the nearest fitting (tee or cross) and looking away from the fitting, shall be on the left side of the pipe. For in-line valves, they shall conform to the standard as determined by the nearest fitting.

Subsection 4.1.06 PRE-CONSTRUCTION CONFERENCE

A. Prior to work commencing on any project, the Contractor shall schedule a pre-construction conference with the City Water Department to inform the Superintendent of the work to be performed. Any necessary contract documentation shall be provided to the City Water Department prior to the pre-construction conference. The Contractor shall attempt to have a representative from all of the Contractor's subs at the meeting, or shall be authorized to speak for them. The Contractor shall provide at the meeting:

1. A complete listing of the Contractor's subcontractors for the project.

2. An approved set of plans with the City Engineer's signature. Any changes, additions or deletions shall be reviewed and signed by the City Engineer prior to construction as well. The Contractor shall have a set of signed plans available at the work site at all times which shall be shown to the ~~field inspector~~Field Representative.

3. A project schedule which shall be regularly updated and any changes shall be submitted to the City during the project.

4. Proof of insurance, license and bonding if not provided to the City at an earlier date.

B. If construction stops or is delayed longer than thirty (30) days, or there are significant changes with the construction drawings/project, the Contractor shall set an additional pre-construction conference to review the work to be done and any possible changes. . Minor drawing detail changes may be accomplished through the normal review process by the City Engineer.

SECTION 4.2 MATERIALS AND INSTALLATION

Subsection 4.2.01 MAIN LINE AND LATERAL GATE VALVES

A. Gate valves shall be resilient seated, standard operating with approved exterior coatings, shall comply with AWWA standards C 509-01 (Resilient seat) and C 550 (Epoxy Exterior/Interior Coating) and shall be American made and assembled. Butterfly valves may be required for sizes twelve (12") inches and larger and shall conform to the latest revision of AWWA standards C-504-00 (Rubber Seat) and C 550, Resilient Seated Butterfly Valves, except as modified or approved by the Superintendent in these specifications or on the plans. When using butterfly valves where the operating nut is near the center line of the valve, operating nut extensions will be required to bring the valve operating nut to within thirty six (36") below finished grade.

Subsection 4.2.02 VALVE INSTALLATIONS

A. Line and lateral isolation **v**alves shall be the same size as the mains in which they are to be installed unless otherwise indicated on the plans. Valves shall be installed where mains and laterals connect, fire hydrant installations, or fire services are extended. Gate valves shall be used to isolate all stubs and mains two (2") inch through eight (8") inch, and shall be bolted in a vertical position to all tees, crosses, and other fittings via flanged fittings as established by the engineered drawings and specifications or as determined by the City Engineer and/or Superintendent. Butterfly valves shall be used for mains twelve (12") inches and larger unless the specific application calls for use of a gate valve, such as a tapping sleeve. All flanges and gland packs shall be cleaned prior to installation and the proper size and pressure rated gaskets shall be used as specified by the contract

documents, (plans and specifications). Where designed, valves shall be bolted to elbows by means of flanged fittings or a Foster pack gland adapter.

B. Butterfly valve operating nuts, when standing on the nearest fitting (tee or cross) and looking away from the fitting, shall be on the left side of the pipe. For in-line valves, they shall conform to the standard as determined by the nearest fitting. Valves and fittings larger that sixteen (16") inch may require a concrete pad for proper support due to their extreme weight. Any pads required shall be engineered for diameter and thickness so as to provide adequate support.

Subsection 4.2.03 VALVE BOXES

A. Valve boxes shall be cast iron two piece Tyler Series 6855-Heavy Duty (HD) or approved equal, and equipped with a "WATER" lid which fits properly inside the top of the valve box. All valve boxes shall be installed with a valve box alignment device and mud plug as approved by the Water Department. Valve boxes shall be adjusted to final grade and checked for proper alignment prior to paving over the mains. When replacing the valve box(s), the lower section shall not be broken or cracked and shall be cut square to the grade when adjusting the top section for elevation. The top section shall be in new condition with no cracks or broken. (Please see Water Standard Drawings W-12 Cast Iron Valve Box – Two Piece)

B. When valve box extensions are required, use five (5") inch cast iron double hub soil pipe cut to the appropriate length. All valves shall be turned on and the valve boxes shall be cleared of all debris and raised to finished grade at completion of project. (Please see Water Standard Drawings W-12 Cast Iron Valve Box – Two Piece)

C. Patching around valve boxes shall consist of a minimum of three (3") inches of ~~G-Mix~~Class 3 asphalt hot asphalt and all edges shall be tacked with an approved emulsion coating.

Subsection 4.2.04 OPERATING NUT DEPTH

A. Where the actual operating nut of the valve is not approximately thirty six (36") inches below finished grade using the AWWA standard six (6') foot valve key, an approved operating nut extension shall be installed so that the operating nut is at the thirty six (36") inch depth. If after the completion of the installation, the valve operating nut cannot be easily operated, exceptions can be made by the ?Water Dept. Field Representative. ~~i~~It shall be the Contractor's responsibility to dig up and adjust the valve box so that the operating nut is centered in the valve box and the valve box is plumb and set to finished grade. (Please see Water Standard Drawing W-29 Valve Operating Nut Extension)

Subsection 4.2.05 INSPECTION

A. The Contractor shall have his/her ~~field inspector~~ Field Representative from the engineering firm inspect and prepare as-builts of all installed air release assemblies. The

Contractor shall also immediately notify the City Field ~~Inspector~~ Representative to confirm that the assembly is installed per city specifications. Any damage discovered by the ~~inspector~~ Field Representative shall be noted and it shall be the Contractor's responsibility to repair or replace the damage items as per the ~~inspector~~ Field Representative's request.

CHAPTER 5

FIRE HYDRANTS

SECTION 5.1 REFERENCES AND GENERAL INFORMATION

Subsection 5.1.01 GENERAL INFORMATION

A. **F**ire hydrant assemblies shall be installed and located in accordance with these City Construction Standards. All fire hydrants installed shall be of the Waterous Pacer or Mueller Centurion models, dry-barrel type only, as specified in these standards. (Please see Water Standard Drawings W-3 Typical 6" Fire hydrant Setting and W-4 Fire Hydrant Locations)

Subsection 5.1.02 REFERENCES

A. IDAPA 58.01.08

B. ANSI/AWWA C 503-97

Subsection 5.1.03 DISTRIBUTION

A. Standard fire hydrant spacing shall be at each street intersection with intermediate hydrants where distances between intersections exceed three hundred (300') feet, five hundred (500') feet maximum in exclusively one story, single family residential areas). In no case shall the number of hydrants in an area be less than previously described as above, or as required by the City Fire Chief or his designated agent. When any portion of a building or a hazard to be protected is in excess of one hundred fifty (150') feet access from a public street frontage, there shall be provided, when required by the Fire Chief, on–site fire hydrants and mains capable of supplying the required fire flow, or as required by the City Fire Chief or his designated agent.

B. If additional fire flow is required than a single hydrant can supply, the Fire Department may utilize the flow test from the respective fire hydrant to determine the number of additional fire hydrants to be installed to meet the required fire flow.

Subsection 5.1.04 PLANS AND SPECIFICATIONS

A. All plans and specifications for fire hydrants, laterals, and water main installations shall be submitted to the City Engineer, the City Fire Department and the City Water Department Superintendent for review and approval prior to any construction. Fire hydrants shall not be placed in concrete spillways and shall be no less than five (5') from any driveway wing or approach apron. Fire hydrants must have a minimum of a three (3') foot radius of clear, flat and level spacing around them and shall not be obstructed from clear view of the street by plants, shrubs or other obstacles.

Subsection 5.1.05 PRIOR TO WOOD STRUCTURE CONSTRUCTION

A. All applicable mains and fire hydrants required for on site fire protection shall be installed by the developer and turned on by the City~~developer~~ prior to any wood structure construction. Such facilities including all surface access roads shall be installed, made serviceable, and maintained unobstructed prior to and during the period of building construction.

Subsection 5.1.06 REQUIRED FLOW

A. Water mains and fire hydrant laterals shall be of sufficient size and design to provide the minimum required fire flows as specified by the City Fire Chief or his/her designee. In no case shall any water main or lateral supplying a fire hydrant be of less than six (6") inch inside diameter.

Subsection 5.1.07 FLUSHING MAINS THROUGH FIRE HYDRANTS

A. The only permitted use of fire hydrants by contractors shall be for flushing new main and hydrant installations. Contractors will not ~~longer~~ use ~~the~~ fire hydrants for bulk water use such as street cleaning or compaction, even prior to the improvements being accepted, without the use of an approved fill station.

1. The Contractors shall be required to use either permanent or portable fill stations from which they will be able to purchase bulk water for all uses other than flushing. The Contractor will apply at the Water Dept. Office at 3820 Ramsey Rd. for use of either type of fill station.

B. The fire hydrants are to be operated during flushing procedures with approved fire hydrant wrenches only. No other general purpose wrench shall be used. The fire hydrants are designed to be fully open or fully closed. If throttling is required to reduce flow, the contractor shall use a port mounted gate valve to accomplish this. The use of ball valves on fire hydrants is expressly prohibited.

Subsection 5.1.08 PRE-CONSTRUCTION CONFERENCE

A. Prior to work commencing on any project, the Contractor shall schedule a pre-construction conference with the City Water Department to inform the Superintendent of the work to be performed. Any necessary contract documentation shall be provided to the City Water Department prior to the pre-construction conference. The Contractor shall attempt to have a representative from all of the Contractor's subs at the meeting, or shall be authorized to speak for them. The Contractor shall provide at the meeting:

1. A complete listing of the Contractor's subcontractors for the project.

2. An approved set of plans with the City Engineer's signature. Any changes, additions or deletions shall be reviewed and signed by the City Engineer prior to construction as well. The Contractor shall have a set of signed plans available at the work site at all times which shall be shown to the ~~field inspector~~Field Representative.

3. A project schedule which shall be regularly updated and any changes shall be submitted to the City during the project.

4. Proof of insurance, license and bonding if not provided to the City at an earlier date.

B. If construction stops or is delayed longer than thirty (30) days, or there are significant changes with the construction drawings/project, the Contractor shall set an additional pre-construction conference to review the work to be done and any possible changes. Minor drawing detail changes may be accomplished through the normal review process by the City Engineer.

Subsection 5.1.09 PERMEATION

A. Where there may be the likelihood that a water main and/or a fire hydrant installation may be exposed to a significant concentration of pollutants including but not limited to low-molecular-weight petroleum products and organic solvents or their vapors, the Project Engineer shall review the material selections or consider protection or relocation of the fire hydrant(s) if possible. Use of polyethylene, polybutylene, or polyvinyl chloride (PVC) and rubber joint materials have been documented as having been affected by permeation of low-molecular-weight organic solvents and petroleum products.

SECTION 5.2 FIRE HYDRANT MATERIALS AND INSTALLATION

Subsection 5.2.01 FIRE HYDRANTS

A. All new fire hydrants installed within the City of Coeur d'Alene water service area shall be Waterous Pacer or Mueller Centurion dry barrel minimum four and one half (4 ½') foot bury fire hydrants only. The upper barrel and bonnet of the fire hydrants shall be a safety yellow for high visibility. The port caps may be painted per recognized fire code to reflect maximum flow capacity. All port caps will be chained to the upper hydrant barrel.

The large (steamer) port shall be equipped with a Storz Coupler for all new and replacement installations. The port caps replaced by the Storz Coupler shall be given to the City. A 64 inch, spring -mounted resilient fiber-glass reflective hydrant marker will be installed to one of the rear bonnet bolts. All dirt and debris shall be removed from the exposed top section of the fire hydrant prior to inspection. (Please see Water Standard Drawing W-3 Typical 6" Fire Hydrant Setting)

B. ***FITTINGS AND VALVES*** – A tapping sleeve, for single installations, or tees in new main installations shall be utilized to attach the fire hydrant to the mains. A gate valve shall be attached directly to the tee or tapping sleeve to control the fire hydrant lateral. Pipe from the valve to the hydrant may be either C900 PVC or Class 150 ductile iron.

C. Mechanical restraint shall be accomplished with concrete thrust blocks regardless of whether meg-a-lug restraints are used. The fire hydrant shall be set on a twelve (12") inch square by four (4") inch thick patio block for stability. Precast blocks may be allowed per request in lieu of poured thrust blocks with the Engineer's approval. Poured blocks require a minimum 4 mil plastic wrapped around the fittings for protection.

D. When a fire hydrant is located in a grassy swale, a minimum ~~two~~three (3~~2~~') foot flat and level area shall be supplied around the hydrant and then gently sloped into the swale. If the swale is too narrow to allow gentle sloping, a culvert may be recommended to allow adequate flow behind the hydrant while maintaining an adequate flat area for fire fighters use.

Subsection 5.2.02 FIRE HYDRANT INSTALLATION

A. The fire hydrants shall be installed in accordance with all City standards for main and lateral installations. The control valve for all fire hydrants shall be located on and bolted directly to the tee or tapping sleeve of the supply main and at no time shall ever be allowed to be bolted to the base of the fire hydrant. Any new installations shall have the proper bury depth fire hydrant assembly. Extensions shall not be permitted on any new installations unless expressly approved by the Water Superintendent in those cases where the correct bury depth is not available. It shall be the contractor's responsibility to field verify the water main depth prior to ordering the fire hydrant(s).

B. All fire hydrants shall be set on a precast twelve (12") inch by twelve (12") inch by four (4") inch base blocks to stabilize the fire hydrant elevation. All hydrants shall be plumb front to back and side to side upon completion of backfill and compaction. A tracer wire consisting of twelve (12) gauge single strand coated copper wire will be connected to the tracer wire at the main if applicable and extended the length of the fire hydrant lateral and shall extend up next to the hydrant barrel an minimum of twelve (12") inches above finished grade. (Please see Water Standard Drawings W-3 Typical 6" Fire Hydrant Setting and W-4 Fire Hydrant Location)

C. All fire hydrants shall be connected to the service lateral with the use of mechanical joints only**.** Please see **Table 5.1** for proper bolt torque.

Table 5.1

Mechanical Joint Bolt Torque

Joint Size		Bolt size		Range of Torque	
in.	*(mm)*	*in.*	*(mm)*	*ft.lb*	*(N.m)*
4-24	(102-610)	¾"	(19)	75-90	(102-122)
30-36	(762-914)	1"	(25)	100-120	(136-163)
42-48	(1067-1219)	1 ¼"	(32)	120-150	(163-203)

D. All fire hydrants shall be at the proper depth and grade to facilitate ease of repair utilizing a standard hydrant repair wrench. All fire hydrant installations shall be straight and perpendicular from the main tap or tee to the fire hydrant unless expressly approved by the Superintendent. The fire hydrants shall be set square to the curb where possible and shall be plumb after backfill and compaction. The Contractor shall call for inspection prior to backfill, which shall include approval of the backfill materials which shall not contain any rock in excess of five (5") inches in diameter, and then after final grade is established. Individual fire hydrants and lateral installations shall be inspected upon installation, properly disinfected, pressure tested, flushed and bacteria sampled as per any other new installation.

E. Patching of all trenches shall consist of a minimum of three (3") inches of ~~G Mix~~Class 3 asphalt unless otherwise directed on the plans or by the City Engineer. All joints between existing asphalt and new asphalt shall be coated with an approved emulsion tack coating.

Subsection 5.2.03 **THRUST BLOCKS**

A. Concrete poured in place thrust blocks~~, precast half (½) ecology blocks, or suitcase style precast fire hydrant thrust blocks~~ shall be approved for new fire hydrant installations. All fire hydrants shall be set on a precast twelve (12") inch by twelve (12") inch by four (4") inch base blocks to stabilize the fire hydrant elevation. When pouring concrete blocks, the bearing surface shall be dug square and perpendicular to the direction of the anticipated thrust load. A minimum four (4) mil plastic wrap shall be supplied around all fittings prior to pouring concrete thrust blocks at the base of the fire hydrants and all related fittings. The Contractor shall ensure that no concrete is poured over the barrel drains. The contractor shall ensure that the drains have an adequate drainage area and are not inhibited in any way. ~~When using precast thrust blocks, the load bearing area shall be cut square and perpendicular to the load. The blocks shall be set tight and level against the tee or fitting and any space between the block and bearing surface shall be filled with three quarter (¾") inch crushed aggregate and shall have a minimum ninety percent (90%) compaction rate.~~

B. Meg-a-lug joint restraints and tie rods may be used in place of thrust blocks in conditions where there may be inadequate bearing surface to pour or place thrust blocking. However this must be approved by the Engineer and/or Superintendent.

Subsection 5.2.04 **DRAIN ROCK**

A. Washed drain rock with a minimum one and one-half (1 ½") inch minus, non-crushed, shall be installed around the base of the fire hydrant a minimum of eight (8") inch depth and shall extend a minimum of four (4") inches below and above the barrel drains.

B. Drain rock shall be placed around the base of the fire hydrant to promote adequate drainage for freeze protection. The drain shall be one and one-half (1 ½") diameter washed river rock. See subsection 5.2.05 regarding approved filter fabric to be placed over the drain rock.

C. There shall be adequate drain rock placed to ensure complete barrel drainage. Where soils may be unsuitable for adequate drainage, additional drain rock may be added to promote proper drainage away from the fire hydrant base. (Please see Water Standard Drawing W-3 Typical Fire hydrant Installation).

Subsection 5.2.05 **FILTER FABRIC**

A. An approved Typar or equal filter fabric shall be placed over the drain rock and wrapped tight around the hydrant barrel to ensure that no fine materials can migrate into the drain rock and prevent barrel drainage.

Subsection 5.2.06 **BOLLARDS**

A. Any bollards requested by the City Fire Chief or his/her designee shall be placed a minimum three (3') feet from the fire hydrant and shall not obstruct access to any port of the hydrant.

Subsection 5.2.07 **INSPECTION**

A. The Contractor shall have his/her Field ~~Inspector~~ Representative from the project engineering firm inspect all fire hydrant installations prior to backfill for proper installation. The contractor shall also immediately notify the City Water Department Field ~~Inspector~~ Representative to confirm that the assembly is installed per City Construction Standards. Any damage discovered by the ~~inspector~~ Field Representative shall be noted and it shall be the Contractor's responsibility to repair or replace the damaged items as per the ~~inspector~~ Field Representative's request.

B. All fire hydrants will be plumb and level front to back and side to side. The traffic flanges shall be two ~~and one half~~ (2 ~~1/2~~") inches above finished grade. New fire hydrants shall be ordered for the proper bury depth prior to installation. No extensions on new fire hydrants will be accepted unless prior approval is granted by the Superintendent. The large port shall face and be parallel with the street fronting the fire hydrant. All port cap chains shall be in place and securely connected to the port caps. Any unpainted portions

that are exposed above finished grade shall be painted to match by the Contractor prior to acceptance.

C. The Contractor shall not bury any work to be inspected without such inspections taking place. The Contractor shall notify ~~twenty four (24)~~forty eight (48) hours in advanced and shall use every number available to contact the Field ~~Inspector~~Representative. If work is covered without the appropriate inspection, the Contractor will dig and expose any appurtenance which requires inspection at his/her own expense. No claims for project delays can be made due to this.

CHAPTER 6

DOMESTIC, IRRIGATION AND FIRE SERVICE LATERALS

SECTION 6.1 INFORMATION AND DOCUMENTATION

Subsection 6.1.01 GENERAL INFORMATION

A. A minimum of one service lateral installation will be required for each individual building. If multiple individual inhabitable buildings shall exist for one lot, each building shall have an individual service unless otherwise approved by the City Engineer and/or Superintendent. Multiple service laterals may be permitted for multifamily dwellings if approved by the City Engineer and/or Superintendent. The service lateral will terminate with a standard copper meter setter (up to two (2") inch service size) of the proper grade height with the meter center set at eighteen (18") inches below finished grade, an approved meter box, and shall have a minimum five (5) foot stub of galvanized pipe of the same diameter, threaded, and extending from the base of the coppersetter on the customer side of the meter box. ~~Three~~ Four (4~~3~~") inch and ~~larger meterservice~~ settings shall be installed in an approved 1914 series Wilbert, or approved equal, water meter vault of the appropriate size to accommodate the necessary appurtenances.

Subsection 6.1.02 REFERENCES

A. IDAPA 58.01.08

B. AWWA/ANSI C800-05

Subsection 6.1.03 LOCATION AND MARKING THE STUB ENDS

A. The service lateral shall be located a minimum of two and one-half (2.5') feet left or right of the lot property line (five (5') feet between service laterals minimum) where no power, gas or other utility is allowed to be placed on the property line between the

service laterals, unless otherwise approved by the City Engineer and/or Superintendent, and at right angles to the center of the right-of-way, with a minimum of ten (10') feet between the water and sewer laterals. Where the service laterals shall be separated by other utilities, the service lateral shall be a minimum of six (6') feet of separation from the property line to the service lateral. Service laterals will not be permitted in driveway areas or any other areas where a vehicle will routinely drive or park over the meter box. Water service laterals shall not be connected to existing water main or larger fire service laterals that were originally intended for larger use, water main distribution stubs, or fire main/service stubs on the property to prevent the necessity of a street cut unless approved by the Superintendent. The service for each lot shall be located within the property lines of the respective lot facing the street where the supply main is located.

B. The customer end of lateral stubs of any kind which extend into private property for customer connection shall be marked with a minimum two by four (2" x 4") inch board extending a minimum of two (2') feet above finished grade. The exposed portion of the board shall be painted blue to indicate water service.

Subsection 6.1.04 SIZE

A. The specific size of domestic, irrigation and fire service laterals shall be limited to the installation of various lengths of one (1") inch, two (2") inch, four (4") inch, six (6") inch, and eight (8") inch services. Where concrete or machine formed asphaltic concrete curbs exist or are to be constructed, the location of the meter box shall be a minimum six inches (6") back of the curb. Where there are no curbs, the location of the box shall be as approved by the City Engineer and/or Superintendent in a location readily accessible to the City. The standard minimum lateral size for a residential lot is one inch (1"). Other size laterals shall be as approved by the City Engineer and/or Superintendent, and as noted on the project drawings. All service laterals shall remain a consistent size from the main tap to and through the meter box or vault and extending with a minimum ~~five~~ two foot (2~~5~~') stub out of the customer side. Reductions in size shall only be allowed inside the meter vault at the water meter.

B. A blow off assembly shall be installed in accordance with the City standards at locations noted on the plans and at such additional locations as required by the City Engineer and/or Superintendent for the removal of water and/or sediment. All dead end mains and service stubs four (4") inch and larger, in excess of five (5) feet in length shall have a blow off assembly installed with applicable valve boxes to finished grade. (Please see Water Standard Drawing W-6 Typ. Frost-Free Blow Off Assembly) Any and all dead end mains designed for future phases of the subdivision will have a control valve equivalent to the size of the water main within 20 feet of the blow off so future installation will not affect existing customers. (Please see standard drawing W-6)

Subsection 6.1.05 MULTIPLE UNIT SERVICE LINE CONNECTIONS

A. Service lines to large structures with multiple single family living units sharing the same base address, such as apartments or condominiums requesting individual metering per

unit, and where the meters are desired in one location only, shall be set so as to correlate from left to right in a numbered sequence from 1, 2, 3, 4, 5, 6, etc. If this cannot be properly done, the structure shall be either metered with a single meter and an owners association shall be established to manage the applicable fees, or the meters shall be installed directly in front of each unit, where applicable.

Subsection 6.1.06 SERVICE LINE REPLACEMENT/ADDITIONAL SERVICES

A. Service line replacement to existing lots or where a customer has requested an additional service installation shall require that the customer choose the exact location of the meter box installation. The service line replacement shall be one (1") inch or two (2") in size. The laterals will be laid as straight as possible from the water main to the meter box for locating purposes and will include a minimum ~~five (5')~~ two foot (2') stub on the customer side of the meter. All replacement and new service lateral installations shall be inspected from the water main to the meter box by the Water Department. The customer's connection and line from there to the structure will be inspected by the City plumbing inspector.

Subsection 6.1.07 DOCUMENTATION

A. All service laterals shall be identified and recorded by the Field Engineer and/or ~~project Inspector~~Field Representative as pertinent project information regarding location for transfer to as-builts which will be provided to the City Water Dept. Field ~~Inspector~~Representative. Measurements for the City's benefit shall be in feet and inches from an identifiable location such as valve box or fire hydrant and not from engineering stations or movable objects such as power poles, trees or buildings.

B. The Contractor and/or Project Engineer shall supply as-builts on the plans provided, indicating the exact locations of all facilities installed before the City will accept the project as completed. The Contractor shall supply the Superintendent with all construction notes which may or may not have been included on the as-builts. As-builts are due to the City no more than thirty (30) days after substantial completion of the project. If no as-builts are received, the City shall withhold any building permits for the project and/or Certificates of Occupancy. Any and all plan/construction changes shall be included with the final as-builts. The as-builts shall contain information regarding planned and actual installations, footage measurements for all fittings, tees and valves, detailed information and measurements for any appurtenances removed or replaced during construction, and any information regarding service stubs and their locations.

Subsection 6.1.08 PRE-CONSTRUCTION CONFERENCE

A. Prior to work commencing on **any** project, the Contractor shall schedule a pre-construction conference with the City Water Department to inform the Superintendent of the work to be performed. Any necessary contract documentation shall be provided to the City Water Department prior to the pre-construction conference. The Contractor shall

attempt to have a representative from all of the Contractor's subs at the meeting, or shall be authorized to speak for them. The Contractor shall provide at the meeting:

1. A complete listing of the Contractor's subcontractors for the project.

2. An approved set of plans with the City Engineer's signature. Any changes, additions or deletions shall be reviewed and signed by the City Engineer prior to construction as well. The Contractor shall have a set of signed plans available at the work site at all times which shall be shown to the ~~field inspector~~Field Representative.

3. A project schedule which shall be regularly updated and any changes shall be submitted to the City during the project.

4. Proof of insurance, license and bonding if not provided to the City at an earlier date.

B. If construction stops or is delayed longer than thirty (30) days, or there are significant changes with the construction drawings/project, the Contractor shall set an additional pre-construction conference to review the work to be done and any possible changes. Minor drawing detail changes may be accomplished through the normal review process by the City Engineer.

Subsection 6.1.09 SERVICE SHUT-DOWN

A. Whenever it is necessary to shut down any service(s), the Contractor shall reference the Shutoff Policy. All affected customers shall be notified with a written notice at least forty eight (48) hours prior to the shut down. Notices shall also be provided to City Hall, the Water Department Office, and the Fire Department forty eight (48) hours prior to shut down. If the shut down is to occur on a Monday, the affected services shall be notified in writing the preceding Friday. If requested by the Contractor, the City may provide the Contractor with a form letter to use as an official notice. The Contractor shall provide verification to the City that he/she has made every attempt to contact everyone affected.

B. If an emergency shut down is required for any reason, the Contractor shall make every effort to immediately notify the Water Department at (208)769-2210 first and then the affected customers of the incident and expected duration of the shutdown.

SECTION 6.2 SERVICE LATERAL MATERIALS AND INSTALLATION

Subsection 6.2.01 ONE (1") INCH AND TWO (2") INCH SERVICES MATERIALS

A. The Contractor or his/her agent shall furnish all service materials, as depicted on Standard Drawings, which are needed to complete a service installation. The above materials will be available for City approval and must have said approval prior to installation. The following shall apply:

1. ***PIPE*** **-** The Contractor shall use iron pipe size (IPS) polyethylene pipe which shall meet Ultra High Molecular Weight (25000 psi) and both SIDR-7 & PE 4710~~3408~~ standards for one (1") inch and two (2") inch diameter services. Polyethylene pipe connections shall be made with approved pack joint compression style self gripping brass fittings with stainless steel internal sleeves (inserts). ~~The contractor may use water standard galvanized pipe as well for service connections.~~ Black iron or uncoated steel pipe shall not be used in any situation.

2. ***SADDLE*** **-** Saddles utilized for tapping all mains shall be Romac 202S, or approved equivalent style epoxy coated body saddles with double stainless steel straps. Saddles may be used for service taps one (1") inch and two (2") inches in size. Taps four (4") inch and larger will require an approved tapping sleeve with a gate valve for installation with existing mains. Ductile iron tees with gate valves for main size eight (8") inch or less, or butterfly valves for main size twelve (12") or larger, may be used in new construction. All gate and butterfly valves shall have Tyler 6855-HD series valve boxes set to finished grade.

3. ***CORPORATION STOP*** **-** All brass body, ballcorp style, corporation stops (corps) shall have iron pipe size threads on the inlet side of the valve and shall have iron pipe size, self gripping, pack joint for polyethylene pipe on the outlet side of the valve. Stainless steel inserts shall be used with the pack joints to ensure that the polyethylene pipe will not distort and pull away from the joint. The corporation stops will be used for one (1") inch and two (2") inch service taps.

4. ***COPPERSETTER, ONE AND TWO INCH*** **-** Coppersetters provided by the contractor shall comply with City standard**s** for one (1") inch and two (2") inch coppersetters. The two (2") inch coppersetters shall have a bypass valve incorporated into the base of the coppersetter. A minimum four (4") inch by twelve (12") inch 3034 PVC sleeve shall be placed over the top of the bypass valve with a saddle cut for service key access. All setters shall have a minimum ~~five (5'~~two (2') foot galvanized stub with a galvanized cap extending from the base of the coppersetter on the customer side of the setter to provide stability. The coppersetter shall be plumb and level. The service shall match the coppersetter size. (Please see Water Standard Drawings W-1 - 1" Coppersetter and W-14 - 2" Coppersetter)

5. ***METERS*** **-** The meters supplied by the Contractor shall be the Badger or Sensus models for all sizes. These meters shall include radio read registers pre-wired with no less than a twenty (20') foot lead supplied for connection with the ~~Sensus 520 R MXU or Orion bubble up~~ transmitter. If the meters, meter registers, or transmitter cables are damaged, it shall be the Contractor's responsibility to replace the entire unit. Meters larger than one (1") inch ~~may~~will be ~~either a turbine style with integrated debris strainer or~~ an approved disc style and shall meet standard meter lengths for one and one half (1 ½") inch and two (2") inch meters.

6. ***METER BOXES*** **-** Water meter boxes shall be ~~Brooks #37 or~~ Armorcast ~~12" x 20" x12"~~ 13" x 24" RPM ~~Meter Box~~meter box or Hubbel 1130 polymer meter box for

one (1") inch services, ~~and Brooks #65~~ or Armorcast 17"x 30" ~~x 12"~~ meter box or Hubbel 17" x 30" p~~P~~olymer meter box for two (2") inch services. The meter box shall consist of ~~three (3)~~ two (2) risers with a top section, ~~four (4)~~ three (3) total sections, and an approved lid with a cast iron access lid or a cast iron traffic rated lid ~~with no access panel.~~ with a precast hole for the transmitter.

a.) The meter box shall be kept clean of dirt and debris to the bottom of the ~~fourth~~ third section. Meter boxes will not be permitted in driveway areas or any other areas where a vehicle will routinely drive or park over the meter box unless specifically approved by the City Engineer and/or the Superintendent.

7. The customer end of lateral stubs of any kind which extend into private property for customer connection shall be marked with a two by four (2" x 4") inch board extending a minimum of two (2') feet above finished grade. The exposed portion of the board shall be painted blue to indicate water service.

Subsection 6.2.02 FOUR (4") INCH AND LARGER SERVICE MATERIALS

A. The Contractor or his/her agent shall furnish all service materials, as depicted on the applicable standard drawings, which are needed to complete a service installation. The following materials will be available for City approval and must have said approval prior to installation. The following shall apply:

1. ***~~THREE~~FOUR INCH OR LARGER SERVICE~~METER~~ SETTINGS*** **-** For four (4") inch and larger service installations with ~~meter installations~~ three (3") inch and larger meters, a coppersetter is not available. Therefore, the Contractor shall install the meter in a vault with the provision of approved outside stem and yoke (OS & Y) gate valves on both sides of the meter and the appropriate companion flange connections. This setting shall be installed in an approved Wilbert 1914 series or approved equal, appropriately sized, concrete meter vault. The minimum tap size for a three (3") inch meter shall be four (4") inch and four (4") inch pipe shall be extended into and from the customer side of the meter vault. Any reductions shall be made inside the vault. (Please see Water Standard Drawing W-15 - 3" Typical Meter Vault)

2. ***TAPPING SLEEVE*** **-** Tapping sleeves for four (4") inch and larger services shall be a minimum full wrap stainless steel or other approved material for the water main being tapped. The tapping sleeve shall have a flange of the appropriate tap size. The tapping sleeve shall fully support the body of the main tapped so as to eliminate any chance of leakage. The tapping sleeve shall be installed and torqued to the manufacturer's specifications and instructions and the Contractor shall ensure that the test plug is on the upper portion of the saddle for a possible test on the sleeve. The ~~site inspector~~Field Representative shall determine at the time of installation as to whether a pressure test of the tapping sleeve and gate valve are necessary prior to the tap. The coupon retrieved from the tap shall be shown to the Water Department

representative immediately after removal. The tapping saddle or sleeve and gate valve shall be swabbed with an appropriate strength solution of hypochlorite disinfectant.

3. ***GATE VALVES*** **-** Gate valves used for tapping sleeves shall be resilient seated per C509 standards, shall meet the "VALVES" standards of this document, and shall be suitable for tapping purposes as well as cleaned and disinfected. It is recommended to use the specific "tapping valves" with applicable alignment devices for the best result.

4. ***METERS*** **-** The meters supplied by the Contractor shall be the Badger ~~or Sensus~~ models for all sizes. These meters shall include radio read registers pre-wired with no less than a twenty (20') foot lead supplied for connection with the ~~Sensus 520 R MXU or Orion bubble up meters~~ transmitter. If the meters, meter registers, or transmitter cables are damaged, it shall be the Contractor's responsibility to replace the entire unit. Meters three (3") inch and larger ~~than one (1") inch may~~ will be a compound (combination for 8" and larger)~~either a turbine style~~ with integrated debris strainer ~~or~~ and an approved disc style bypass meter arrangement and shall meet standard meter lengths ~~for one and one half (1 ½") inch and two (2") inch meters~~.

5. ***METER VAULTS*** **-** For services ~~three (3")~~ four (4") inch and larger, a Wilbert 1914 series, or approved equal, concrete meter vault of the appropriate size to accommodate all of the necessary appurtenances will be provided as per the Standard Drawing or the City Engineer's and /or Superintendent's specifications. A water meter vault other than the above, must be approved by the City Engineer and/or Superintendent if they are to be installed in the City system. (Please see Water Standard Drawing W-17 – ~~3~~4" and Larger Service Vault)

6. The customer end of lateral stubs of any kind which extend into private property for customer connection shall be marked with a two by four (2" x 4") inch board extending a minimum of two (2') feet above finished grade. The exposed portion of the board shall be painted blue to indicate water service.

Subsection 6.2.03 NEW SERVICE INSTALLATIONS

A. Where the Contractor is installing new mains and/or services for new residential construction, the one (1") inch and two (2") inch service laterals shall be laid straight to the new coppersetter with a galvanized stub extended a minimum ~~five (5')~~two (2') feet beyond the coppersetter with a galvanized cap to the lot it will serve. The customer shall connect to the stub with an approved pack joint fitting or threaded galvanized coupling. The Contractor may provide a longer galvanized extension from the coppersetter for the provision of other utilities directly behind the meter box. The customer connection at the end of the stub must be inspected by the plumbing inspector prior to burial. No meter boxes or service laterals are to be placed in driveways or approaches.

B. The customer end of lateral stubs of any kind which extend into private property for customer connection shall be marked with a two by four (2" x 4") inch board extending a

minimum of two (2') feet above finished grade. The exposed portion of the board shall be painted blue to indicate water service.

C. Patching of all trenches shall consist of a minimum of three (3") inches of ~~G-Mix~~Class 3 asphalt unless otherwise directed on the plans or by the City Engineer. All joints between existing asphalt and new asphalt shall be coated with an approved emulsion tack coating.

Subsection 6.2.04 FIRE SERVICE

A. Fire services shall be installed under the same conditions as standard supply services with the exception that they will not be metered. Standard fire services shall be a minimum of two (2") inches. An additional isolation valve (curb stop for two (2") inch residential, gate valve for two (2") and larger commercial) may be required at the property line for service control per the City engineer and/or Superintendents direction. All fire services four (4") inches and larger shall have a control gate valve at the main tap in the street/r-o-w/easement. The proper backflow protection is also required on fire services dependent on a Fire Department Connection (FDC). Fire services shall be separate stubs from the domestic and irrigation supply lines as well as fire hydrant laterals. Complete fire service installations shall utilize approved backflow assemblies~~devices~~ to isolate the fire service from the potable water supply to prevent contamination. All installed backflow devices shall be tested upon installation and annually thereafter with the results sent to the Water Department office.

Subsection 6.2.05 SERVICES FOR RECONSTRUCTION PROJECTS

A. Reconnection of existing customer service laterals for water main replacement projects shall be installed from the new main to a minimum of two (2') feet behind the existing meter box if not already meeting current specifications. The service lateral replacement will include a new meter box and coppersetter to meet current standards. The new service shall be placed along side of the existing service prior to testing of the new main. The new service shall be connected to the customer side of the old meter setting after the new main and service lateral is tested and approved for operation. The old meter setting shall then be removed, the old meter shall be labeled or tagged with the original service address for later reference and the meter given to the ~~CDA~~ City Water Department, and the existing service will be abandoned to the old main. All connections shall be inspected prior to backfilling. (Please see Water Standard Drawing W-33 1" and 2" Service Reconnection to New Mains)

Subsection 6.2.06 IRRIGATION METERS AND CONNECTIONS

A. New commercial properties shall be required to stub an additional irrigation meter service per individual saleable lot for possible reduction of sewer fees. The irrigation service shall be installed to domestic service standards complete with coppersetters and galvanized stubs. It is also recommended that irrigation services be installed per saleable lot in multifamily developments. Where a four (4") inch or larger irrigation service is

required~~, no bypass in the meter vault is required~~. (Please see Water Standard Drawing W-16 4~~3~~" and Larger Meter Setting, Irr.)

B. Where connections for a new irrigation system are made on residential domestic services, the Contractor/customer shall make all new irrigation connections a minimum of two (2') feet past the bottom of the meter box on the customer service line going to the building. No connections of any kind shall be accepted inside, under or in front of the meter box. It shall be the Contractor's and/or customer's responsibility to read and understand all standards and specifications regarding irrigation system installation.

Subsection 6.2.07 MULTIPLE UNIT SERVICE LINE CONNECTIONS

A. Service lines to large structures with multiple single family living units sharing the same base address, such as apartments or condominiums requesting individual metering per unit, and where the meters are desired in one location only, shall be set so as to correlate from left to right in a numbered sequence from 1, 2, 3, 4, 5, 6, etc. If this cannot be properly done, the structure shall be either metered with a single meter and an owners association shall be established to manage the applicable fees, or the meters shall be installed directly in front of each unit, where applicable.

Subsection 6.2.08 SERVICE LINE REPLACEMENT/ADDITIONAL SERVICES

A. Service line replacement to existing lots or where a customer has requested an additional service installation shall require that the customer choose the exact location of the meter box installation. The service line replacement shall be one (1") inch or two (2") in size. The laterals will be laid as straight as possible from the water main to the meter box for locating purposes. All replacement and new service lateral installations shall be inspected from the water main to the stub on the customer's side of the meter box by the Water Department ~~field inspector~~ Field Representative.

Subsection 6.2.09 CUT SERVICES

A. When existing services are accidentally or intentionally cut between the meter and the main, the City Engineer and/or the Superintendent shall determine, regarding the type and condition of the existing service, as to whether the entire lateral must be replaced. Service line repairs of polyethylene pipe with pack joint compression couplings shall be allowed **only** upon the approval of the City Engineer and/or Superintendent for existing services. Galvanized service lines shall be replaced from the corp stop to the coppersetter unless otherwise directed by the City Engineer and/or Superintendent.

Subsection 6.2.10 LOCATING WIRE

A. When any service lateral is not perpendicular to the center line of the right of way and/or water main, a locating wire of not less than 12 ga. single-strand copper with an insulated coating shall be installed with the service. The locating wire shall extend from just under the meter box lid to the distribution main and shall be connected to the water main

locating wire with an approved direct bury connection. The Contractor shall verify continuity from beginning to end of the project and shall be responsible for repairs to any damaged tracer wire.

Subsection 6.2.11 CUSTOMER CONNECTION

A. The Contractor/customer shall be responsible for connecting to the end of the galvanized stub of the meter setter. The customer shall use a female iron pipe thread by pack joint compression adapter to couple the corresponding size of polyethylene pipe to the galvanized stub. An irrigation style barbed connector and geared clamps will not be acceptable. The customer shall assume ownership of the service line from the bottom of the meter box to and inside the structure being served.

Subsection 6.2.12 METER INSTALLATION

A. All meters shall be furnished by the Contractor and installed in accordance with Chapter 9 – Water Meters, of these construction standards. (Please see Water Standard Drawing W-1 1" Coppersetter Standard Pit Setting and W-14 2" Standard Pit Setting).

SECTION 6.3 PROJECT COMPLETION

Subsection 6.3.01 INSPECTIONS

A. In the event that the service lateral is a stand alone project and not included in a main line project, the Contractor shall contact the Water Department Field ~~Inspector~~ Representative 24 hours in advance to conduct an inspection and prepare as-builts of all installed laterals and confirm that the assembly is installed per City Construction Standards. Any damage discovered by the ~~inspector~~ Field Representative shall be noted and it shall be the Contractor's responsibility to repair or replace the damage items as per the ~~inspector~~ Field Representative's request

B. The Contractor shall not bury any work to be inspected without such inspections taking place. The Contractor shall notify ~~twenty four (24)~~forty eight (48) hours in advanced and shall use every number available to contact the Field ~~Inspector~~ Representative. If work is covered without the appropriate inspection, the Contractor will dig and expose any appurtenance which requires inspection at his/her own expense. No claims for project delays can be made due to this.

Subsection 6.3.02 COMPLETION AND ACCEPTANCE

A. The installation shall not be considered complete and accepted by the City until accurate as-builts are provided by the engineering firm for the construction work including all appurtenances. The Contractor has thirty (30) days from substantial completion to submit complete and accurate as-builts to the City Engineer and/or Superintendent.

CHAPTER 7

THRUST BLOCKS AND JOINT RESTRAINTS

SECTION 7.1 INFORMATION AND DOCUMENTATION

Subsection 7.1.01 GENERAL INFORMATION

A. These standards and specifications shall detail the recommended installation of thrust blocks for joint restraint. Unusual situations may require a combination of or alternatives to these specifications. Any deviations from the prescribed standards must be approved by the City Engineer and/or Superintendent.

Subsection 7.1.02 REFERENCES

A. IDAPA 58.01.08

B. AWWA/ANSI

Subsection 7.1.03 DOCUMENTATION

A. A Field Engineer and/or ~~Inspector~~Field Representative shall be responsible for measuring and recording pertinent project information regarding location of all fittings and related thrust blocks for transfer to as-builts and provision to the City Water Dept. Field ~~Inspector~~Representative. Measurements for the City's benefit shall be in feet and inches from an identifiable location such as valve box or fire hydrant and not from engineering stations or movable objects such as power poles, trees or buildings.

B. The Contractor and/or Project Engineer shall supply as-builts on the plans provided, with any changes having prior signed approval, indicating the exact locations of all facilities installed before the City will accept the project as completed. The Contractor shall supply the Superintendent with all construction notes which may or may not have been included on the as-builts. As-builts are due to the City no more than thirty (30) days after substantial completion of the project. If no as-builts are received, the City shall withhold any building permits for the project and/or Certificates of Occupancy. Any and all plan/construction changes shall be included with the final as-builts. The as-builts shall contain information regarding planned and actual installations, footage measurements for all fittings, tees and valves, detailed information and measurements for any appurtenances removed or replaced during construction, and any information regarding service stubs and their locations.

SECTION 7.2 THRUST BLOCK MATERIALS AND INSTALLATION

Subsection 7.2.01 THRUST BLOCKS

A. Thrust blocks shall be installed at all crosses, tees, valves, tapping sleeves, elbows and other main line fittings, not including service saddles two (2") and smaller. All mechanical joint deflection of eleven and one-quarter (11 ¼) degrees or greater shall be physically restrained with a minimum of a poured concrete thrust ~~or a half (½) concrete ecology~~ block. (Please see Water Standard Drawing W-9 Thrust Blocking)

B. Each thrust block shall be designed to have a sufficient thrust bearing area and shall be placed square and level so as to safely transmit maximum thrust to the surrounding undisturbed embankment.

C. Where additional joint restraint is necessary such as four (4") and larger meter vaults, the City Engineer and/or Superintendent may require the Contractor to provide alternative methods for restraint such as ~~welded steel~~ restrained bell joints and/or meg-a-lug gland pack restraints. (Please see Water Standard Drawing W-17 4~~3~~" and Larger Dom. ~~**Meter**~~ Service Vault)

Subsection 7.2.02 CAST IN PLACE THRUST BLOCKS

A. The bearing faces of the block shall be poured against undisturbed, squared trench walls and shall be poured a minimum of six (6") inches below the pipe grade on the undisturbed trench bottom. All concrete shall be kept behind the bells and flanges of fittings and valves. Form work shall be constructed wherever necessary to confine the concrete to the prescribed dimensions. All form lumber shall be removed after the block is poured and prior to pressure testing of the main. No surplus concrete shall be disposed of in the trench. All fittings shall be wrapped with four (4) mil plastic sheeting prior to pouring concrete against the fittings.

B. All thrust blocks shall be allowed to cure for a sufficient time to have developed their initial strength so that there will be no movement ~~in~~ of the main during testing.

Subsection 7.2.03 PRE-CAST THRUST BLOCKS

A. Where the water main needs to be returned to service immediately, pre-cast thrust blocking may be allowed, but only as approved and/or directed by the City Engineer and/or Superintendent. The ~~half (½)~~ ecology block, of sufficient size, shall be set square and level against the fitting, at a minimum six (6") inches below the bottom of the fitting, and the space between the embankment and the block shall be filled with a minimum three quarter (¾") inch minus aggregate and compacted to ninety percent (90%) density in maximum one (1') foot lifts.

Subsection 7.2.04 COVERING OF FITTINGS

A. When thrust blocks are poured, all fittings shall be protected by being wrapped in 4 mil plastic. The poured blocks shall be poured the full depth of the fitting with a minimum of 4 mil plastic sheeting wrapped around the fitting. The concrete shall be poured to a perpendicular undisturbed, squared embankment and a minimum of six (6") below the fitting to the undisturbed trench bottom.

SECTION 7.3 JOINT RESTRAINT

Subsection 7.3.01 THRUST BLOCKING

A. All mechanical joint deflection greater than and including eleven and one-quarter (11 ¼) degrees shall be physically restrained with a minimum of a poured concrete thrust ~~or a half (½) concrete ecology~~ block as approved by the Engineer. The poured blocks shall be poured the full depth of the fitting with a minimum 4 mil plastic sheeting double wrapped around the fitting. The concrete shall be poured to a perpendicular undisturbed, squared embankment. ~~The ecology block shall be set square against and centered on the fitting, at a minimum six (6") inches below the bottom of the fitting, and the space between the embankment and the block shall be filled with a minimum three quarter inch (¾") minus aggregate and compacted to 90% density.~~ (Please see Water Standard Drawing W-9 Thrust Blocking)

B. Please see **Table 7.1** for applicable bolt torque on mechanical joints. This table does not include torque settings for the pre-engineered break away contact bolts.

Table 7.1

Mechanical Joint Bolt Torque

Joint Size		Bolt size		Range of Torque	
in.	*(mm)*	*in.*	*(mm)*	*ft.lb*	*(N.m)*
4-24	(102-610)	¾"	(19)	75-90	(102-122)
30-36	(762-914)	1"	(25)	100-120	(136-163)
42-48	(1067-1219)	1 ¼"	(32)	120-150	(163-203)

SECTION 7.4 PROJECT COMPLETION

Subsection 7.4.01 INSPECTION

A. The Contractor shall have his/her ~~field inspector~~ Field Representative from the engineering firm inspect and prepare as-builts of all installed thrust blocks and joint restraint systems. The contractor shall also immediately notify the City Field ~~Inspector~~ Representative to confirm that the assembly is installed per city specifications. Any damage discovered by the ~~inspector~~ Field Representative shall be noted and it shall be the

Contractor's responsibility to repair or replace the damage items as per the ~~inspector~~ Field Representative's request.

B. The Contractor shall not bury any work to be inspected without such inspections taking place. The Contractor shall notify the Water Department ~~twenty four (24)~~forty eight (48) hours in advanced and shall use every number available to contact the Field ~~Inspector~~ Representative. If work is covered without the appropriate inspection, the Contractor will dig and expose any appurtenance which requires inspection at his/her own expense. No claims for project delays can be made due to this.

Subsection 7.4.02 COMPLETION AND ACCEPTANCE

A. The installation shall not be considered complete and accepted by the City until accurate as-builts are provided by the engineering firm for the construction work including all appurtenances. The Contractor has thirty (30) days from substantial completion to submit complete and accurate as-builts to the City Engineer and/or Superintendent.

CHAPTER 8

BEDDING AND BACKFILL

SECTION 8.1 INFORMATION AND DOCUMENTATION

Subsection 8.1.01 GENERAL INFORMATION

A. These standards and specifications will cover the general requirements for proper bedding and back fill of trenches used for water infrastructure construction only. Approved types of bedding and backfill materials are specified as well as placement and compaction methods.

Subsection 8.1.02 REFERENCES

A. IDAPA 58.01.08

B. AWWA / ANSI – C600-99, C602-00, C603-05, C605-94

Subsection 8.1.03 SUBMITTALS

A. The Superintendent shall approve all plans, drawings, or sketches showing locations of new facilities to be connected to the City water system. No work may begin until written approval from the Superintendent and the City Engineer has been received. The State Department of Environmental Quality (DEQ) has review authority on expansions to public water, sewer, and storm water systems, i.e. lift stations, booster stations, water storage facilities, and above ground treatment facilities. In this case no work shall begin

until approval of these facilities from the Department of Environmental Quality has been received.

Subsection 8.1.04 DOCUMENTATION

A. A Field Engineer and/or ~~Inspector~~ Field Representative shall be responsible for recording pertinent project information regarding proper compaction methods observed for transfer to as-builts and provision to the City Field ~~Inspector~~ Representative. Measurements for the City's benefit shall be in feet and inches from an identifiable location such as valve box or fire hydrant and not from engineering stations or movable objects such as power poles, trees or buildings.

B. The Contractor and/or Project Engineer shall supply as-builts on the plans provided, indicating the exact locations of all facilities installed before the City will accept the project as completed. The Contractor shall supply the Superintendent with all construction notes which may or may not have been included on the as-builts. As-builts are due to the City no more than thirty (30) days after substantial completion of the project. If no as-builts are received, the City shall withhold any building permits for the project and/or Certificates of Occupancy. Any and all plan/construction changes shall be included with the final as-builts. The as-builts shall contain information regarding planned and actual installations, footage measurements for all fittings, tees and valves, detailed information and measurements for any appurtenances removed or replaced during construction, and any information regarding service stubs and their locations.

Subsection 8.1.05 PRE-CONSTRUCTION CONFERENCE

A. Prior to work commencing on any project, the Contractor shall schedule a pre-construction conference with the City Water Department to inform the Superintendent of the work to be performed. Any necessary contract documentation shall be provided to the City Water Department prior to the pre-construction conference. The Contractor shall attempt to have a representative from all of the Contractor's subs at the meeting, or shall be authorized to speak for them. The Contractor shall provide at the meeting:

1. A complete listing of the Contractor's subcontractors for the project.

2. An approved set of plans with the City Engineer's signature. Any changes, additions or deletions shall be reviewed and signed by the City Engineer prior to construction as well. The Contractor shall have a set of signed plans available at the work site at all times which shall be shown to the ~~field inspector~~ Field Representative.

3. A project schedule which shall be regularly updated and any changes shall be submitted to the City during the project.

4. Proof of insurance, license and bonding if not provided to the City at an earlier date.

B. If construction stops or is delayed longer than thirty (30) days, or there are significant changes with the construction drawings/project, the Contractor shall set an additional pre-construction conference to review the work to be done and any possible changes. Minor drawing detail changes may be accomplished through the normal review process by the City Engineer.

SECTION 8.2 APPROVED MATERIALS AND INSTALLATION METHODS

Subsection 8.2.01 GENERAL REQUIREMENTS

A. All bedding and backfill materials shall comply with the following specifications as set forth in City Water Dept. Construction Standards. The City Field ~~Inspector~~ Representative shall retain the right to reject any or all materials proposed for bedding and backfill if they do not meet the approved conditions as described in this section or the site conditions warrant use of alternate materials to provide a stable trench base for placement of Type III bedding materials.

Subsection 8.2.02 APPROVED BEDDING MATERIALS

A. Native soils must meet the following criteria in order to be considered for use as approved pipe bedding material:

1. The native material must be clean and free of fresh or decomposing organic matter of any kind including but not limited to: roots, sod, branches, logs, stumps, thick layers of leaves, or demolition of any kind.

2. The native material shall consist of fine to coarse sand with aggregate or cobbles no larger than three quarters of an (¾") inch in diameter and shall have no sharp angular edges. The aggregate and cobbles cannot be any greater than approximately thirty five (35%) percent by volume of the soil composition with a maximum three (3) to nine (9) percent passing the #200 sieve. Fine loam with no sand content will **not** be accepted as bedding material.

3. The native soil cannot contain any more than approximately twenty (20%) percent optimum moisture content so that the material can be adequately compacted around the pipe.

4. The native soil shall not contain any noticeable amounts of low-molecular-weight organic vapors or petroleum products.

5. The native soil cannot contain any concrete, asphalt, brick, mortar or any similar demolition debris.

6. The native soil can be suitably screened to comply with the requirements listed above.

B. When the native soil on site is determined to be unsuitable for bedding per all previously specified requirements of these Construction Standards, the Contractor shall be required to use a Type III select bedding material consisting of clean, fine to coarse sand with no aggregate greater than three quarter (¾") inch minus and which shall have no angular edges and consisting of at least sixty five (65%) percent sand by volume.

C. In the event of significant water intrusion or flow through the trench profile, and whereas there may be the possibility of the fine bedding material washing away from the pipe, the Contractor may use a Type I select bedding material consisting of three quarter (¾") inch crushed or fractured aggregate suitable for soil stabilization. This condition must be expressly approved by the City Engineer and/or the Superintendent. In the event the native soil does not meet approval for bedding material, and the backfill material contains a significant amount of rock, the Type III select bedding materials shall be used around all mains, laterals, services, fire hydrants, valve boxes, blow off assemblies and meter boxes to finished grade.

Subsection 8.2.03 TRENCH BACKFILL MATERIALS

A. Sand and Sandy Loam: When the Contractor is installing water infrastructure in sandy soil conditions, the Contractor shall take all necessary safety precautions to ensure worker safety. The Contractor may request approval by the City Field ~~Inspector~~ Representative, City Engineer, or Superintendent to utilize the existing sandy soils as proper bedding and backfill materials if it is properly screened prior to use to ensure no large cobbles are present. Once the bedding materials are placed and compacted per these Construction Standards, the native material, provided no rocks or cobbles equal to or larger than five (5") inches in diameter are found, may be used as backfill materials.

B. Clay and Black Soils with little or no sand content shall not be utilized for trench backfill materials.

C. Solid Rock and Rocky Soils: The installation of water infrastructure in these conditions shall always require the use of Type III bedding materials. The rock or rocky soil shall not be used for backfill material, unless screened to less than five (5") inches in size and incorporating a minimum sixty five percent (65%) fine grade material by volume for soil stabilization. Before placing any backfill in this situation, the Contractor shall be required to seek approval of the material by the City Engineer and/or Superintendent.

Subsection 8.2.04 BEDDING UNDER THE PIPE TO SPRING LINE

A. The area six (6") inches below, a minimum of six (6") inches on each side to the spring line of the pipe shall be hand-bedded with a shovel and T-handle tamper. In areas where a main is to be placed over solid rock, the City Engineer and/or Superintendent may require an additional depth of Type III select bedding to be placed below the main. The Contractor shall be responsible to notify the City Engineer and/or Superintendent of such conditions prior to main installation. If the City is not notified prior to such installation,

the Contractor may be required to remove the water main and place the correct amount of bedding at his/her cost.

Subsection 8.2.05 BEDDING SPRING LINE TO ABOVE THE PIPE

A. Bedding material in the bedding zone from the pipe spring line to the backfill level (twelve (12") inches to twenty four (24") inches above the top of pipe) as specified by the City Field Engineer and as displayed in Water Standard Drawing W-11 – Pipe Bedding and Backfill, shall be placed in twelve (12") inch maximum lifts and compacted to at least ninety percent (90%) of the density of undisturbed surrounding materials to a point twenty four (24") inches above the top of the pipe. The remainder of the trench shall then be backfilled in twelve inch (12") lifts maximum to within twelve (12") of finished grade and adequately tamped utilizing a compaction method approved by the City Engineer and/or Superintendent.

Subsection 8.2.06 BACKFILL IN APPROVED NATIVE MATERIALS

A. Backfill material shall be approved by the City Engineer and/or Superintendent. The approved backfill material shall be placed above the bedding material in twelve inch (12") lifts and shall be mechanically compacted to a minimum ninety percent (90%) of the density of the surrounding materials. The backfill shall not contain any rock equal to or greater than five (5") inches in diameter and shall have at least sixty five percent (65%) consistent fines by volume for soil stabilization. If the Contractor backfills the trench with an unapproved backfill material, or the material has not been properly compacted, the City Engineer and/or Superintendent may require the material to be removed and replaced. This shall be at the Contractor's expense.

Subsection 8.2.07 BACKFILL IN ROCK

A. Where solid or large rock is encountered in an excavation, the Contractor shall remove rock to a minimum of nine (9") inches below grade and will furnish a minimum of nine (9") inches of tamped Type III bedding material below, on both sides to trench walls, and a minimum of twenty four (24") inches above the pipe. This will adequately protect the pipe from unintentional intrusion of rocks. The Contractor shall either replace the excavated rock with an approved backfill material or may crush the rock on-site. No rock equal to or larger than five (5") inches in diameter or any material without a minimum sixty five percent (65%) fines shall be utilized as approved backfill. The City Engineer and/or Superintendent will require that any unapproved material will be removed from the site and replaced at the contractor's expense.

Subsection 8.2.08 COMPACTION:

A. Compaction shall be accomplished by mechanical means utilizing equipment such as hydraulic plate packers, machine mounted hydraulic vibratory compactors, sheep's foot wheel compactors, vibratory wheel compactors, or impact plate packers. Compaction shall be achieved at ninety (90%) percent for bedding materials, ninety (90%) percent for

backfill materials to twelve (12") below finished grade. Top course materials within road rights of way shall achieve ninety five (95%) percent compaction. Materials outside of roadways and parking lots may meet the ninety (90%) requirement. All compaction shall done parallel with the trench with an approved method. (Please see Water Standard Drawing W-11 Pipe Bedding and Backfill)

Subsection 8.2.09 PAVED SURFACES

A. Where paved surfaces are present, the Contractor shall be required to follow the ~~city~~ City standards in regards to proper pavement removal, subsurface preparation and asphalt patching and repairs (see City Standards for Street Construction). All asphalt to be removed shall have a neat cut line exposed prior to patching and repairs. All old pavement, base coarse, rocks, unused soil, grass and other unsuitable materials shall be removed from the site prior to completion of the paving project. All edges shall be properly coated with an approved tack coat just prior to paving. This includes all materials inadvertently left on adjacent properties.

B. Patching of all trenches shall consist of a minimum of three (3") inches of ~~G-Mix~~Class 3 asphalt unless otherwise directed on the plans or by the City Engineer. All joints between existing asphalt and new asphalt shall be coated with an approved emulsion tack coating.

Subsection 8.2.10 INSPECTIONS

A. The bedding for the main installation shall be inspected prior to backfilling of the trench. The Contractor shall notify the ~~field inspector~~ Field Representative at least ~~twenty four (24)~~forty eight (48) hours prior to the desired inspection to allow sufficient time to have this completed. The final backfill shall be inspected as well prior to placing of asphalt or concrete.

B. ***TESTING*** - At the discretion of the City Engineer and/or Superintendent, field tests for density will be performed in accordance with ASTM D-1556 at the sole cost of the Contractor.

C. The Contractor shall not bury any work to be inspected without such inspections taking place. The Contractor shall notify ~~twenty four (24)~~forty eight (48) hours in advanced and shall use every number available to contact the Field ~~Inspector~~ Representative. If work is covered without the appropriate inspection, the Contractor will dig and expose any appurtenance which requires inspection at his/her own expense. No claims for project delays can be made due to this.

CHAPTER 9

WATER METERS

SECTION 9.1 INFORMATION AND DOCUMENTATION

Subsection 9.1.01 GENERAL INFORMATION

A. The following specifications will detail the specific brands, types and models of water meters that the City of Coeur d'Alene Water Department will accept for installation into the distribution system in regards to residential and commercial domestic and irrigation services. All meters shall read in U.S. ~~1000~~ gallons and be capable of billing in 1000 gallon increments.

Subsection 9.1.02 REFERENCES

A. IDAPA 58.01.08

B. AWWA / ANSI C700-02, C701-02, C702-01, C707

C. NSF/ANSI 61

~~D. Sensus Product Technical Specifications~~

D~~E~~. BadgerMeter, Inc. Product Technical Specifications

SECTION 9.2 BRANDS AND INSTALLATIONS

Subsection 9.2.01 METER CASE

A. ***LOW LEAD BRASS BODIED WATER METER*** – All meters installed for the purpose of registration of water usage for domestic or irrigation purposes, whether commercial, industrial or residential, shall be either:

1. ***BADGER*** - New Badger brand, low lead bronze case meters shall comply with NSF/ANSI Standard 61. New Badger meters shall be positive displacement, nutating disc for meter sizes three quarter (3/4") inch, short laying length only, (seven and one-half (7 ½") inches), through two (2") inch meters. ~~The Contractor may use, upon prior approval, the turbine style meters for the one and one-half (1 ½") inch and two (2") inch meters in place of positive displacement meters. The turbo style meters shall have the same standard laying length and will require a built in strainer.~~ The Badger disc meters consist of three basic components: the meter housing, measuring chamber, and a permanently sealed register. The new meter shall utilize magnetic drive registers and have the standard meter connection points relative to the meter

port size. Models shall include: M35 ¾", M70 1", M120 1 ½", M 170 2", ~~Turbo series 120 1 ½" and Turbo series 170 2".~~ Meters larger than two (2") inch may be compound ~~or turbine~~ meters ~~dependent on the application~~ and shall be specifically approved prior to installation. All meters three quarter (3/4") inch and one (1") inch shall have a replaceable cast iron frost bottom in the event that the meter should freeze to prevent damage to the bronze body.

~~**2.** ***SENSUS*** - New Sensus brand, low lead brass bodied full flow oscillating disc meters for three quarter (3/4") inch short laying length meter (seven and one-half (7 ½") inch) and the one (1") inch, model SR II. Meters larger than one (1") inch shall be either a brass bodied, full flow turbine style with strainer, or a brass bodied, full flow oscillating disc model SR meter. Sensus SR-EC® Water Meters consist of three basic components: main case; measuring chamber; and permanently, hermetically-sealed register. Main cases are of standard Bronze C84400 alloy which has been coated internally and externally with a durable, corrosion-resistant fusion-bonded epoxy with externally-threaded spuds. Meters three quarter (3/4") inch and one (1") inch shall have a replaceable cast iron frost bottom in the event that the meter should freeze to prevent damage to the bronze body.~~

Subsection 9.2.02 **MEASURING CHAMBERS AND DRIVES**

A. Measuring chambers for the Badger meters consist of a corrosion resistant thermo plastic extrusion rated for operating temperatures up to eighty (80) degrees Fahrenheit. The disc and chamber housing are constructed of the same materials with a stainless steel shaft and permanently mounted ceramic magnet that transfers the disc motion to ~~follower~~ magnet follower within the sealed register ~~gear train~~.

~~**B.** Measuring chambers for the Sensus meters are constructed of Rocksyn®, a corrosion-resistant thermoplastic composite material. The disk contains a stainless steel shat at the center with a permanently mounted ceramic magnet which transfers the disk motion to a follower magnet in the sealed register housing.~~

B~~C~~. ***PERFORMANCE CHART -*** Normal operating flow rates for ~~The Sensus and~~ Badger meters from three quarter (¾") inch through ten (10") inch are listed in **Table 9.1**. These rates are for normal operating flows at 60 psi as set by AWWA meter performance standards. The meters listed do have an intermittent higher flow capacity but as there is increased head loss, only the standard flow chart shall be utilized in determining the proper meter though fixture count.

Table 9-1

Average GPM for Meter Sizes at 60 psi.

Badger Meters

Type	Size	GPM
Disc	¾"	3/8-35
Disc	1"	½-55
Disc	1 ½"	1 ¼-120
Disc	2"	1 ½-170
Compound	3"	5-450
Compound	4"	10-1000
Compound	6"	20-2000
Combination	8"	30-3500
Combination	10"	50-5500

Subsection 9.2.03 **METER REGISTERS**

A. The meter registers for the previously specified meters shall be a magnetic drive encoder style ~~touchread~~ register. All registers used within the City of Coeur d'Alene water system shall read in one thousand (1000) gallon increments. The specifications for each brand are as follows:

1. ***BADGER*** – The Badger meters utilized in the City of Coeur d'Alene uses the High Resolution encoder (HR-E LCD) which is a fully electronic, solid-state encoder with no moving parts. It is designed for use with all current Badger Meter Recordall® Disc, Turbo Series, Compound Series, Combo Series and Fire Service meters and assemblies. The HR-E LCD provides connectivity with Badger Meter ORION® and GALAXY® AMR/AMI endpoints and other AMR/AMI technology solutions approved by Badger Meter. ~~two different registers, The ADE and RTR, dependent on the type of MXU or Orion transmitter installed. Each shall meet the following specifications:~~

a.) Construction: The housing of the HR-E LCD encoder shall be constructed of an engineered polymer enclosure and a polycarbonate lens. For long-term performance, the enclosure is fully encapsulated, weatherproof, and UV-resistant to withstand harsh environments and to protect the electronics in flooded or submerged pit applications, An epoxy potting shall comprise the encoder bottom, The HR-E LCD shall meet all applicable requirements of AWWA Standard C706 and C707. ~~The ADE style register is utilized in conjunction with the Sensus 520 R MXU and shall be a straight reading, permanently sealed, magnetic drive register, reading in gallons, and shall be specifically designed for compatibility with several automated reading systems including the Sensus 520 MXU and Sensus Automatic Meter Reading (AMR) Radio read currently used in the Coeur d'Alene water system. The ADE register shall have a full three hundred sixty (360) degree sweep hand,~~

~~full face test reading register, and direct reading odometer style dial totalizer with a leak detector and shall be factory prewired with a minimum twenty (20') foot three (3) wire lead and sealed touchpad external of the register. The register shall be bayonet mounted to the main case and can be set in multiple positions to facilitate ease of reading. The register gearing shall be self lubricated so as to provide a long, reliable service life.~~ The register shall have an ~~operating~~ temperature range of minus ~~five (5)~~ forty (40) degrees to one hundred ~~twenty (120)~~ forty (140) degrees Fahrenheit. The register housing shall have~~be constructed of a durable thermoplastic extrusion with~~ a tamper-proof mounting system.

~~**b.)** The RTR register is utilized with the ORION bubble up transmitter (similar to MXU) also currently in use by the City. The RTR register shall have the same rugged construction as the ADE register but is designed to be compatible with the Orion reading system. The wire lead for the RTR register shall only be six (6') feet in length as it is not necessary to utilize dual port systems for this transmitter.~~

2. High Resolution LCD Encoder (HR-E® LCD), 9-digit LCD electronic encoder is fully electronic, solid-state and field programmable, utilizes industry standard ASCII communication protocol to provide high resolution encoded output, and has status indicators/alarms can also be sent as part of the encoded output to endpoints capable of receiving extended messages.

~~*SENSUS TOUCHREAD STYLE GALLONS REGISTER* The register must be of the straight reading type and have a full test dial on the face of the register that records one-tenth of the right-most odometer wheel. It shall read in gallons and be capable of direct visual reading both at the meter and by remote reading utilizing a visual interrogation device that connects through to the water meter via a TouchPad located external to the meter, and/or by a Meter Transceiver Unit (MXU) for remote based Automatic Meter Reading (AMR). The direct read numeral wheel assembly shall be located in the middle of the dial face with reading obtained from left to right using standard notation (billions, millions, and thousands separators and decimal points). All reduction gearing shall be contained in a permanently hermetically sealed, tamperproof enclosure made of a corrosion resistant material.~~ The register shall be secured to the ~~main case~~ meter body by means of a tamper resistant locking screw so that non-utility personnel cannot remove the register. The register must be field replaceable by utility personnel with the use of a manufacturer-supplied field tool. The field tool must not be commercially available. Seal wiring or a frangible head seal screw is not acceptable. The meter register shall have a Twist Tight In-Line Connector Assembly ~~three terminal connections~~. The connection between the meter register and the remote pit lid module shall be accomplished with the use of Badger Meter's Twist Tight In-line Connector Assembly. ~~all three terminal connections by using a 3-conductor cable which shall be a minimum length of twenty (20') feet.~~ This will permit the register to be converted to any future updates to Automatic Meter Reading (AMR).~~This will permit the register to be converted to Automatic Meter Reading (AMR) in the future.~~ The register shall transmit the register data directly to the ME

Orion radio/cellular transmitter~~pit lid~~ when interrogated by the interrogation device. ~~To ensure a reliable interrogation system in the moisture environment of a meter pit or vault, the pit lid-mounted module shall be housed in a separate enclosure with factory sealed connections consisting of an environmentally approved epoxy at both the pit lid module and register terminal connections. This shall be vendor provided to prevent moisture penetration and eliminate the need for field sealing requirements.~~ All vaults must have 1 7/8" minimum hole in manhole cover for the radio read MXU. (Please see Water Standard Drawing W-30 Manhole Cover~~, Hern Iron Works~~)

Subsection 9.2.04 CAST IRON FROST BOTTOM

A. The meter housings for ~~both brands of meters in~~ the three quarter (3/4" inch and one (1") inch sizes shall include a manufacturer provided cast iron replaceable frost bottom equipped with embossed breakaway ears or an embossed breakaway bottom design to prevent damage to the main case in the event that the meter were to freeze.

Subsection 9.2.05 ~~MXU TRANSCEIVER AND~~ ORION TRANSMITTER

~~**A**~~. ~~All MXU's to be used with the Sensus water meters shall be either the Sensus model 505 or model 520R Pit Set type units. Badger meters installed in routes using the MXU may be connected to the 505 or 520R units in the same manner.~~

A~~B~~. The transmitter~~MXU~~ will be the interface between the encoded register and the radio interrogation unit. The transmitter~~MXU~~ will power up when a valid alert signal is received from the reading interrogation unit. The interrogation unit will be either a hand-held or vehicle mounted device. The transmitter~~MXU~~ and interrogation device will utilize a two-way communication protocol. Following the alert signal from the interrogation unit and transmission of meter reading data, the interrogation unit will signal to the transmitter~~MXU~~ that valid reading parameters were met and will instruct the transmitter~~MXU~~ to power down. The transmitter~~MXU~~ must have the capability of utilizing a reading cycle code which is an element of the transmission protocol. The reading cycle code is utility controlled and changes with each reading cycle. Once an transmitter~~MXU~~ has been successfully interrogated and powered down using a specific reading cycle code, the transmitter~~MXU~~ will not alert again until the cycle code is changed. The transmitter~~MXU~~ will have a fixed factory set non-programmable identification number to insure absolute identity of the transmitter~~MXU~~ within the radio AMR system. In addition, the transmitter~~MXU~~ will have the capability of storing a utility defined programmable class code. The class code will be used to separate different classes of meters and differentiate the transmitter~~MXU~~ in multi-utility installations.

~~**C**~~. ~~Orion transmitters are designed specifically to work with the Badger~~ ADE~~RTR registers as well as the Sensus encoder (touch read) register. It can extracts the same information from the each register and provides a wide variety of useful information to the meter data system. The bubble up transmitter can be installed in the same MXU capable meter box or vault lid or as a free standing unit in a basement or crawl space of a house.~~

Subsection 9.2.06 **INSTALLATION**

A. ***WATER METER*** – All new water meter settings shall include an approved coppersetter with the appropriate angle stop and customer side check valves. The one (1") and smaller meters shall be attached in the proper orientation (arrow cast in body pointing toward the building) by use of the threaded female meter spuds provided with the coppersetter. Any existing meter settings that currently do not have an approved coppersetter, shall provide adequate meter spuds to accommodate the ~~Sensus~~Badger meter. If meter spuds are not provided, the meter setting shall be either reconstructed with the appropriate coppersetter, or have the proper meter spuds installed. All installations shall require approved meter gaskets for a drip tight seal. Meters one and one half (1 ½") inch and larger shall be secured by the use of bolted flanges, zinc plated grade five or better steel bolts and nuts, either provided with the two (2") inch coppersetter or by plumbed companion flanges when using three (3") inch or larger meters. An approved flange gasket shall be included to provide a drip tight connection with the appropriately sized zinc plated steel bolts and nuts.

~~**B.** ***CONDUIT FOR DUAL PORT*** – A one and one-half (1 ½") inch conduit shall be provided for all dual pit settings where the meter pits are installed ten (10') feet or less apart. The conduit shall penetrate the wall of the concrete or plastic meter boxes in the second riser approximately twelve (12") inches below finished grade and shall protrude no more than one (1") inch into each box. The concrete or plastic riser shall be drilled or cut to the appropriate size to receive the conduit. Use of a cut off saw is approved. The resulting space shall be sealed tight with a cement grout packed around the conduit. The ends of conduit shall remain free and cleaned of grout.~~

B. ~~***MXU TRANSCEIVER / ORION BUBBLE UP TRANSMITTER***~~ - ~~The radio read transceiver shall be mounted as per the following:~~

1. ~~***Under the Pit Lid Installation*** - Using an appropriate length of half (1/2") inch EMT conduit, select a location for the conduit where the transceiver installed position will not interfere with the meter and allow the transceiver to be located as high as possible inside the meter box. The transceiver should be kept approximately 1" from the sides of the meter box and positioned so the meter register odometer remains visible for visual confirmation readings. Conduit mounting method calls for driving a length of conduit into the ground at the bottom of the meter box (if the bottom of the meter box does not have an opening sufficient for driving the conduit vertically into the ground below, a different mounting method may need to be developed). After installation of the conduit, position the opening located in the pit locking nut over the conduit and set into place. Under the pit lid installation is now complete.~~

   ~~***Pit Lid Installation*** – Disassemble the transceiver unit to begin the installation procedure. Unlock the Sensus radio device by pressing down on the two tabs on the Boot Locking Clip facing the port side connections. Once the tabs are depressed, slide the Boot Locking Clip out until the Pit Lid Housing is released from the Boot. Slide the Pit Lid Housing off of the Boot and Boot Locking Clip assembly. Remove the Pit~~

~~Locking Nut from the underneath of the Pit Lid Housing by turning the nut counter clockwise. Place the Pit Lid Housing thru the pre-drilled hole in the top of the Pit Lid. Place the Pit Locking Nut at the bottom of the Pit Lid Housing aligning the Pit Locking Nut with the shaft of the Pit Lid Housing. Tighten the Pit Locking Nut by turning clockwise until the unit is firmly secured against the bottom of the Pit Lid. Insert the HDPE Radio with Boot attached into the cavity of the Pit Lid Housing Slide the Boot Locking Clip into the Boot while assuring alignment between the slot located on the bottom of the Pit Lid Housing and the Boot Locking Clip is achieved. To secure the unit, slide the Boot Locking Clip into the Boot until the Boot Locking Clip rests in the slot located on the bottom of the Pit Lid Housing and the Boot Locking Clip is engaged and locked.~~

2. ~~***Touch Coupler Installation Instructions*** - Perform a Touch Read on TR/PL sensor to insure Touch Read to the encoder works. Grasp the TR/PL sensor and place into Port 1 of the Touch Coupler TR/PL Adaptor until secured. Repeat process into Port 2 if needed.~~

3. ~~***Sensus to Orion Installation*** – Where needed to adapt to an Orion transmitter, clip the wire approximately six (6") inches ahead of Touch Coupler.~~

C. ***PROGRAMMING*** – All radio read transceiver programming shall be done by an authorized City employee. Once all meter and transceivers have been installed, the contractor shall notify the City Water Department that the system is ready for programming.

1. The Orion bubble up transmitter will only require activation as it is preprogrammed from the factory. If the activation step is missed, the unit is self activating when water flows through the meter.

SECTION 9.3 PROJECT COMPLETION

Subsection 9.3.01 INSPECTION

A. All new water meter coppersetter/meter box installations shall be inspected and approved by a Water Department Field ~~Inspector~~ Representative as to proper installation, depth and condition of setting**.** Any repairs to or replacement of existing meter settings and/or meter boxes and lids shall also require inspection and approval by a Water Department Field ~~Inspector~~Representative. The water meter shall be pressurized upon installation and visually inspected to confirm that no leaks are present. Once inspections are complete, the meter shall be removed and drained to prevent possible freezing. Any deviations from City Standards will require immediate correction by the Contractor.

CHAPTER 10

DISINFECTION OF WATER MAINS

SECTION 10.1 INFORMATION AND DOCUMENTATION

Subsection 10.1.01 GENERAL REQUIREMENTS

A. The Contractor shall furnish all necessary approved chemicals for complete disinfection of newly installed mains, laterals, fire hydrants and appurtenances as well as system repairs. All applicable portions of the mains and/or appurtenances to be tested shall be disinfected according to recognized standards for Disinfecting Water Mains recommended by AWWA standard C651-05.

Subsection 10.1.02 REFERENCES

A. IDAPA 58.01.08

B. ANSI/AWWA C651-05

C. The Contractor shall be responsible for complying with and performing the following AWWA Standards.

Subsection 10.1.03 DOCUMENTATION

A. The Contractor shall be responsible for reviewing, understanding and performing the following procedures step by step for proper disinfection of new construction, replacements and repairs. Disinfection and proof of satisfactory results are mandatory before a main, lateral, fire hydrant, fire service or domestic/irrigation water line is placed in service. The Contractor shall notify the Water Department Field ~~inspector~~ Representative prior to filling, flushing and sampling a water line. The Field ~~Inspector~~ Representative shall determine the minimum flushing time necessary to clear all disinfectant from the water line and the resultant quantity of bacteria samples to be withdrawn. All test results will be presented to the City Water Dept. by the Project Engineer or Contractor in writing prior to the water line being placed in service.

Subsection 10.1.04 PRE-CONSTRUCTION CONFERENCE

A. Prior to work commencing on any project greater than installation of a single water service, the Contractor shall schedule a pre-construction conference with the City Water Department to inform the Superintendent of the work to be performed. Any necessary contract documentation shall be provided to the City Water Department prior to the pre-construction conference. The Contractor shall attempt to have a representative from all of the Contractor's subs at the meeting, or shall be authorized to speak for them. The Contractor shall provide at the meeting:

1. A complete listing of the Contractor's subcontractors for the project.

2. An approved set of plans with the City Engineer's signature. Any changes, additions or deletions shall be reviewed and signed by the City Engineer prior to construction as well. The Contractor shall have a set of signed plans available at the work site at all times which shall be shown to the ~~field inspector~~ Field Representative.

3. A project schedule which shall be regularly updated and any changes shall be submitted to the City during the project.

4. Proof of insurance, license and bonding if not provided to the City at an earlier date.

B. If construction stops or is delayed longer than thirty (30) days, or there are significant changes with the construction drawings/project, the Contractor shall set an additional pre-construction conference to review the work to be done and any possible changes. Minor drawing detail changes may be accomplished through the normal review process by the City Engineer.

SECTION 10.2 TYPE OF APPROVED DISINFECTING AGENTS

Subsection 10.2.01 CALCIUM HYPOCHLORITE TABLETS

A. Calcium hypochlorite in five (5 g) gram tablet form with sixty five (65%) percent available chlorine shall be utilized for the initial disinfection of all new water mains, service laterals of adequate size, and fire hydrants installed in any portion of the water system whether it be an extension or a replacement main. The tablets shall be glued to the pipe with Permatex #1, not the fittings, in sufficient number as indicated in Table 10.1 so that it will stay in place during the initial filling of the water line and generate a minimum concentration of fifty (50 mg/L) milligrams per Liter of total chlorine to achieve a proper disinfection rate. This shall be done for all new installations and replacements larger than ten (10') feet unless the replacement must immediately be placed back in service.

Subsection 10.2.02 SODIUM HYPOCHLORITE LIQUID

A. Where mains or services have been cut for repairs or have been severed accidentally, the replacement pipe and fittings shall be swabbed with a liquid solution of sodium hypochlorite on the interior of all fittings and pipe. Prior to final assembly, additional liquid hypochlorite may be used to add to the disinfection effort. Slowly fill and allow the repair to sit for as long as possible prior to flushing and returning to service.

B. Sodium hypochlorite may also be utilized for re-disinfection, if approved by the Field ~~inspector~~ Representative, should the initial attempt fail to provide satisfactory samples. A minimum five (5%) percent solution shall be used in sufficient volume to achieve a minimum fifty (50 mg/L) milligrams per liter of total chlorine available. This solution shall then be injected into the line to be disinfected and allowed to sit for forty eight (48) hours or as long as possible as the case may be.

SECTION 10.3 APPROVED DISINFECTION METHODS

Subsection 10.3.01 AWWA STANDARD TABLET METHOD FOR DISINFECTING WATER MAINS AND SERVICE LATERALS

A. BASIC TABLET PROCEDURE UTILIZED BY CITY OF COEUR d'ALENE - The basic procedure comprises three initial steps comprised of the following:

1. Preventing contaminating materials from entering the water mains during construction or repair and removal by flushing all materials that may have entered the water main, laterals and services by flushing at the meter and/or house as applicable. (Please see Subsection 10.3.02)

2. Disinfecting any residual contamination that may remain and flushing out at the meter settings or house faucets. (Please see Subsection 10.3.03)

3. Determining the bacteriologic quality of all mains, laterals and services by laboratory test after disinfection and flushing. (Please see Subsection 10.3.04)

Subsection 10.3.02 PREVENTATIVE MEASURES DURING CONSTRUCTION

A. Recommended methods for **k**eeping the pipe, fittings and materials clean and dry.

1. ***Protection*** - Precautions shall be taken to protect pipe interiors, fittings and valves against contamination. Pipe delivered for construction shall be strung so as to minimize entrance of foreign material. When pipe installation is not in progress (i.e. at the close of the day's work), all openings in the pipeline in the trench shall be closed by watertight plugs. Joints of all pipe in the trench shall be completed before work is stopped. If any contaminants enter the pipe line in the trench, the Contractor shall effectively flush the pipe to clean out the contamination. If not done, the City Engineer and/or Superintendent may require that the contaminated pipe be removed and replaced at the Contractors expense. If water accumulates in the trench, the plugs shall remain in place until the trench is clear of any groundwater and dry.

2. Delay in placement of delivered pipe invites inadvertent contamination. The more closely the delivery date is correlated to the date of pipe installation, the less chance contamination will occur.

3. ***Standards*** - See C600-AWWA Standard for Installation of Cast Iron Water Mains, and C-900-905 AWWA Standard for Installation of (PVC) Pressure Pipe. If dirt not removed by the flushing operation enters the pipe, the interior of the pipe shall be cleaned and swabbed as necessary with a five percent (5%) hypochlorite disinfecting solution.

4. ***Pipe Lubricants*** - The lubricant used in the installation of sealing gaskets shall be suitable for use in potable water. It shall be delivered to the job in closed containers and shall be kept clean. The use of any other agent that does not meet the manufacturer's specifications is strictly prohibited.

5. ***Cleaning and swabbing*** - If dirt enters the pipe, it shall be removed and the interior pipe surface swabbed with a 1 to 5 percent hypochlorite disinfecting solution. If, in the opinion of the purchaser, the dirt remaining in the pipe will not be removed using the flushing operation, then the interior of the pipe shall be cleaned using mechanical means, such as a hydraulically propelled foam pig (or other suitable device acceptable to the purchaser) in conjunction with the application of a 1 percent hypochlorite disinfecting solution. The cleaning method used shall not force mud or debris into the interior pipe-joint spaces and shall be acceptable to the purchaser.

6. ***Flooding by storm or accident during construction*** - If the main is flooded during construction**,** it shall be cleared of the floodwater by draining and flushing with potable water until the main is clean. The section exposed to the floodwater shall then be filled with chlorinated potable water that, at the end of a 24-hr holding period, will have a free chlorine residual of not less than 25 mg/L. The chlorinated water may then be drained or flushed from the main. After construction is completed, the main shall be disinfected using the continuous-feed or slug method.

Subsection 10.3.03 WATER MAIN FLUSHING ASSEMBLY

A. A main flushing assembly shall be installed at a major low section of the main which may be subject to accumulating sediment and shall be sized to provide a minimum of two point five (2.5') feet per second scouring velocity in the main to remove any accumulation of sediment. A two (2") inch assembly will be installed to grade with a two (2") gate valve, threaded coupling and finger tight plug six (6") inches from finished grade in approved Tyler valve boxes. The flush point will only require the sixteen (16") Tyler top section and lid at finished grade. Locations shall be determined by the City Engineer and/or Superintendent.

Subsection 10.3.04 APPROVED FORM OF CHLORINE DISINFECTION

A. ***Tablet Method*** - Tablet disinfection is the preferred method of water main disinfection for four (4") inch through twenty four (24") inch diameter mains. Because the preliminary flushing step must be significantly reduced, this method requires that scrupulous cleanliness has been exercised during main installation. If trench water or foreign material has entered the main or if the water temperature is below 5° C. (41° F.) and total chlorine levels of twenty five (25 mg/L) milligrams per Liter cannot be achieved in forty eight (48) hours, alternate methods shall be reviewed and approved by the City Water Department. Water mains larger than twenty four (24") inch may also require an alternate method of disinfection to be approved by the City Water Department.

1. ***Placement of Tablets*** - Tablets shall be placed in each twenty (20') foot section of pipe and also in fire and flush hydrants, hydrant branches, and other appurtenances.

The tablets shall be attached by an approved adhesive (Permatex No. 1), except for the tablets placed directly in hydrant bases and in the fittings between the pipe sections. All of the tablets glued within the pipe must be at the top of the main. If the tablets are fastened before the pipe section is placed in the trench, their position should be marked on each section of pipe to ensure that the tablets will end up at the top of the main. If any glued tablets disintegrate prior to pipe installation, the Contractor shall glue in new tablets or replace the pipe. **(Please see Table 10.1)**

Table 10.1

Number of Hypochlorite Tables of 5-G
Required for Dose of 50 Mg/L
(Based on a 3 ¾ g. available chlorine per tablet)

Diameter of Pipe / Inches	2"	4"	6"	8"	12"	16"	20"	24"	36"	48"
# of tablets/section of pipe (20')	1	1	2	3	5	6	9	13	N/A	N/A

2. ***Approved adhesive*** - The adhesive may be Permatex No. 1 or any alternative approved by the City of Coeur d'Alene Water Department. There shall be no adhesive on the tablet except on the broad side next to the surface to which the tablet is attached.

3. ***Filling and Contact Time*** - When installation has been completed, the main shall be filled with water at a rate to ensure that the water within the main will flow at a velocity no greater than 1 ft/sec (0.3 m/sec). Precautions shall be taken to ensure that air pockets are eliminated. This water shall remain in the pipe for at least forty eight (48) hours to ensure an adequate contact time regardless of water temperature. A detectable free chlorine residual should be found at each sampling point after the forty eight (48) hour period. The results must be reported to the City Water Dept. immediately.

4. ***Valves*** - Valves to the existing mains shall be closed drip tight so that the strong chlorine solution in the line being treated will not flow back into the line supplying the water.

5. ***Final Flushing*** - After the applicable retention period, the heavily chlorinated water shall be flushed from the main until the chlorine concentration in the water leaving the main is no higher than the residual generally prevailing in the distribution system, or less than 1 mg/1. An approved chlorine residual determination shall be made to ascertain that the heavily chlorinated water has satisfactorily been removed from the pipeline. Flushing must be done on all mains, laterals, flush hydrants and appurtenances for the appropriate amount of time to ensure that water in the main has been exchanged a minimum of three (3) times. This will require calculation of the entire main capacity and a metered and/or timed calculation to determine that the

amount of flushing is sufficient accomplish this task. These calculations must be presented to the on-site ~~inspector~~ Field Representative for approval prior to flushing. (Please see Table 10.2).

Table 10.2

REQUIRED OPENING TO FLUSH PIPELINES*

(40 psi Residual)

Pipe Size (in.)	Flow req. to produce 2.5 fps velocity gpm	Orifice Size (in.)	Hydrant Outlet Nozzles	
			Number	Size (in.)
4"	100	15/16"	1	2.5"
6"	220	1 3/8"	1	2.5"
8"	390	1.7/8"	1	2.5"
10"	610	2 5/16"	1	2.5"
12"	880	2 13/16"	1	2.5"
14"	1,200	3 1/4"	2	2.5"
16"	1,565	3 5/8"	2	2.5"
18"	1,980	4 3/16"	2	2.5"

a.) *With forty (40) psi residual pressure, a two and one half (2 ½") inch hydrant outlet nozzle will discharge approximately one thousand (1,000) gallons per minute (gpm) and a four and one half (4 ½") inch hydrant nozzle will discharge approximately two thousand, five hundred (2,500) gallons per minute.

6. ***Disposal of Water*** - Water from the flushing of the main shall be disposed of as directed by the City Engineer and/or Superintendent in accordance with applicable regulations. The Contractor shall take steps up to and possibly including chemical dechlorination to prevent damage to any existing grasses, plants and shrubs during the flushing process. Where necessary, federal, state, local, or provincial regulatory agencies should be contacted to determine special provisions for the disposal of heavily chlorinated water.

Subsection 10.3.05 BACTERIOLOGIC SAMPLING

A. ***Bacteriologic Tests*** - After final flushing, and before the water main is placed in service, a sample or samples shall be collected at designated points along the main(s) and from the end of the line and tested for bacteriologic absence and shall show the absence of coliform organisms. If the number and frequency of samples is not prescribed by the public health authority having jurisdiction, The City Water Dept. ~~Inspector~~ Field Representative may determine the number of samples required. Any project will require at least one (1) sample shall be collected from chlorinated supplies where a chlorine residual is maintained throughout the new main. From unchlorinated supplies at least

two (2) samples shall be collected at least twenty four (24) hours apart.

1. In the case of extremely long mains (over 1000'), it is desirable that samples be collected at designated points along the length of the line at a minimum of every one thousand two hundred (1200)' feet as well as at its end.

2. ***Sample Collection*** - Samples for bacteriologic analysis shall be collected in sterile bottles treated with sodium thiosulfate. Fire hydrants may be used in collecting of samples but the Contractor should disinfect the ports prior to sampling or may run the risk of accidental contamination. A suggested sampling tap consists of a standard corporation cock installed in the main with a copper tube gooseneck assembly. After samples have been collected, the gooseneck assembly may be removed and retained for future use. Bacteria samples are the sole responsibility of the Contractor or owner. The sample reports shall be sent or faxed to the City Water Department at (208)769-2336 in writing.

3. ***Repetition of Procedure*** - If the initial disinfection fails to produce satisfactory samples, disinfection shall be repeated until satisfactory samples have been obtained. The tablet method cannot be used in these subsequent disinfections. The main may not be placed in service until satisfactory test results have been received by the ~~**CDA**~~ City Water Department and approved by the City Engineer and/or Superintendent.

Subsection 10.3.06 ALTERNATE METHODS OF DISINFECTION

A. When the tablet method cannot be utilized due to main size, water or foreign material intrusion, or repeated failures, the Contractor shall present alternative methods of disinfection for approval by the City Water Department This may include the injection method.

1. ***Preliminary Flushing*** - Prior to any alternate method of disinfection, all of the mains shall be flushed prior to disinfection. The sites and velocities of flushing shall be as specified by the City Engineer and/or Superintendent. No flushing shall be done without prior notification sent to the Water Department Office.

2. ***Flushing Velocity*** - It is recommended that the flushing velocity be not less than 2.5 ft./sec. The rate of flow required to produce this velocity in various diameters is shown in Table 1. No site for flushing should be chosen unless it has been determined that drainage is adequate at that site. The Contractor shall be responsible for all damage that may occur during flushing or because of the flushing procedure.

3. ***Recommended Cautions*** - Flushing is no substitute for preventive measures taken before and during pipe installation. Certain contaminants, especially in caked deposits, resist flushing at any velocity. Furthermore, with pipe diameters of sixteen (16") inches or more, even the minimum recommended flushing velocity of 2.5 ft./sec. is sometimes difficult to achieve.

Subsection 10.3.07 PROCEDURE AFTER CUTTING OR REPAIR TO EXISTING MAINS

A. The following procedures apply primarily when existing mains are wholly or partially dewatered. After the appropriate procedures have been completed, the existing main may be returned to service prior to the completion of bacteriological testing in order to minimize the time customers are without water. Leaks or breaks that are repaired with clamping devices while the mains remain full of pressurized water may present little danger of contamination and therefore may not require disinfection.

1. ***Swabbing with hypochlorite solution*** - The interior of pipe and fittings (particularly couplings and sleeves) used in making the repair shall be swabbed or sprayed with a 1 percent hypochlorite solution before they are installed.

2. ***Flushing*** - Thorough flushing is the most practical means of removing contamination introduced during repairs. If valve and hydrant locations permit, flushing toward the work location from both directions is recommended. Flushing shall be started as soon as the repairs are completed and shall be continued until discolored water is eliminated.

3. ***Bacteriological samples*** - Bacteriological samples shall be taken after repairs are completed to provide a record for determining the procedure's effectiveness. If the direction of flow is unknown, then samples shall be taken on each side of the main break. If positive bacteriological samples are recorded, then the situation shall be evaluated by the potential owner who can determine corrective action. Daily sampling shall be continued until two consecutive negative samples are recorded.

SECTION 10.4 PROJECT COMPLETION

Subsection 10.4.01 INSPECTION

A. The Contractor shall have his/her Field ~~Inspector~~ Representative working in a cooperative effort with the Water Department Field ~~Inspector~~ Representative confirm that proper disinfection procedures were followed. The City shall be provided with copies of all acceptable bacteria test reports. Any damage discovered by the ~~inspector~~ Field Representative shall be noted and it shall be the Contractor's responsibility to repair or replace the damage items as per the ~~inspector~~ Field Representative's request.

B. The Contractor shall not bury any work to be inspected without such inspections taking place. The Contractor shall notify ~~twenty four (24)~~forty eight (48) hours in advanced and shall use every number available to contact the Field ~~Inspector~~ Representative. If work is covered without the appropriate inspection, the Contractor will dig and expose any appurtenance which requires inspection at his/her own expense. No claims for project delays can be made due to this.

C. All bacteria test report copies shall be sent to the City Water Department for approval.

CHAPTER 11

HYDROSTATIC TESTING

SECTION 11.1 INFORMATION AND DOCUMENTATION

Subsection 11.1.01 GENERAL INFORMATION

A. Pressure testing of all mains complete with all valves and fittings, fire hydrants, domestic services, fire service laterals and stubs shall be done under the following Construction Standards as directed by the City Engineer and/or Superintendent for any water facility installation. Any deviations from the prescribed methods must be approved by the City Engineer and/or Superintendent prior to such tests being performed.

Subsection 11.1.02 REFERENCES

A. IDAPA 58.01.08

B. AWWA C 605-94

C. AWWA C 600-99

Subsection 11.1.03 DOCUMENTATION

A. The Contractor shall notify the City Field ~~Inspector~~Representative when he/she is ready to supply the mandatory pressure test of the water line. The Contractor shall provide a standard hose bibb fitting on his/her test equipment for a field recorder or data logger to be attached to. The test shall last a minimum of two (2) hours at one hundred sixty (160) psi with the recording device in place for the entire time. (Please see Water Standard Drawing W-35 Approved Pressure Testing Methods)

Subsection 11.1.04 PRE-CONSTRUCTION CONFERENCE

A. Prior to work commencing on any project, the Contractor shall schedule a pre-construction conference with the City Water Department to inform the Superintendent of the work to be performed. Any necessary contract documentation shall be provided to the City Water Department prior to the pre-construction conference. The Contractor shall attempt to have a representative from all of the Contractor's subs at the meeting, or shall be authorized to speak for them. The Contractor shall provide at the meeting:

1. A complete listing of the Contractor's subcontractors for the project.

2. An approved set of plans with the City Engineer's signature. Any changes, additions or deletions shall be reviewed and signed by the City Engineer prior to construction

as well. The Contractor shall have a set of signed plans available at the work site at all times which shall be shown to the ~~field inspector~~ Field Representative.

3. A project schedule which shall be regularly updated and any changes shall be submitted to the City during the project.

4. Proof of insurance, license and bonding if not provided to the City at an earlier date.

B. If construction stops or is delayed longer than thirty (30) days, or there are significant changes with the construction drawings/project, the Contractor shall set an additional pre-construction conference to review the work to be done and any possible changes. Minor drawing detail changes may be accomplished through the normal review process by the City Engineer.

SECTION 11.2 APPROVED PRESSURE TESTING PROCEDURES

Section 11.2.01 GENERAL REQUIREMENTS

A. The Contractor shall be responsible for supplying all related materials and equipment for the pressure test with the exception of the City supplied recording instrument. The Contractor shall provide an accurate footage of the pipe to be tested including any laterals and stubs. The Contractor shall provide a suitable connection for the test equipment, a calibrated pressure gauge and an isolation ball valve and a water meter for the leak loss calculations. (Please see Water Standard Drawing W-35 – Approved Pressure Testing Method)

Section 11.2.02 PRESSURE TEST PROCEDURE

A. All mains complete with valves, fittings, fire hydrants, fire services and laterals, service laterals, stubs and other facilities and appurtenances shall be hydrostatically tested, meeting Section 19 of AWWA C603-64T Specifications at one hundred sixty (160) psi for a two (2) hour duration. All valves, with the exception of the existing supply main valve(s), shall be in the fully open position and all valve boxes shall be clean and accessible for the ~~inspector~~ Field Representative prior to the test being performed.

1. ***Thrust blocks*** - All thrust-blocks shall have been in place for a sufficient time to have developed their initial strength so that there will be no movement of the main, as approved by the City Engineer and/or Superintendent.

2. ***Mains*** - The main(s) shall be filled with water and all remaining air shall be purged from all mains, fire hydrants and fire services, domestic and irrigation services, laterals and stubs prior to being subjected to the hydrostatic test.

3. ***Equipment*** - The Contractor shall provide the complete means of conducting such tests including pumps and all related equipment and shall conduct the test using pressure recording equipment furnished by the City to provide a permanent record of

each test. The Contractor shall provide a test manifold which will include an accurate glycerin filled pressure gauge capable of reading in two (2) psi increments with a sufficient rating for the applicable test pressure. An additional hose bibb style faucet shall be provided for the City furnished equipment connection. A teflon seated ball valve will be utilized to isolate the test pump from the manifold. An accurate water meter shall be connected to the low pressure side of the test pump (prior to connection for test pumping) to record the amount of water lost when re-pressurizing the main. This meter shall read in one (1) gallon increments with a one tenth ($1/10^{th}$) of a gallon dial. It is recommended that the Contractor pressurize the main at least once to ensure that all trapped air is relieved prior to the City's final test.

4. **Inspection** - All hydrostatic tests shall be conducted in the presence of the City ~~inspector~~ Field Representative and scheduled to be conducted during regular City working hours inclusive of the two (2) hour test period. Any overtime required to complete the test on behalf of the City shall be billed to and paid by the Contractor.

5. **System Testing** - Hydrostatic tests shall be conducted with mains, service taps, fire hydrants, laterals, stubs and other appurtenances required to constitute a completed project as shown on approved plans excluding the tie-ins to existing mains. The Contractor shall not be permitted to make final tie-ins to existing mains except as a supply source for the new infrastructure before testing unless approved by the City Engineer and/or Superintendent. If approved to do so, then the same testing practices shall govern as if the tie-ins were not made prior to testing and final acceptance of the project.

6. The leak loss chart provided in table 11-1 may be used to calculate the maximum allowable leak loss for the pipe size and length. It will be very important that the Contractor have or provide accurate footages of each size of pipe to be involved in the pressure test. It is recommended that the Contractor pressurize the pipe several times prior to beginning the actual pressure test to attempt to evacuate all air which will affect the outcome of the test. All required components of the test manifold must be in place and acceptable to the ~~inspector~~ Field Representative and/or engineer or the test will not be allowed.

Table 11.1

ALLOWABLE LEAKAGE FOR AWWA PVC PIPE C-900

	Average Test Pressure in Line: psi		
Nominal Pipe	160	175	200
Size (in.)	Allowable Leakage per 1000' or 50 joints: gal/hr (L/hr)		
4”	0.33	0.36	0.38
6”	0.50	0.54	0.57
8”	0.66	0.72	0.76
10”	0.83	0.89	0.96

12”	0.99	1.07	1.15
16”	1.32	1.43	1.53
18”	1.49	1.61	1.72
20”	1.66	1.79	1.91
24”	1.99	2.15	2.29

7. **Test Pressure** - The test pressure is to be kept as nearly as possible to one hundred sixty (160) psi or greater as required. If pressure drops below the calculated allowable loss, the test will be terminated by the ~~inspector~~ Field Representative and the contractor shall correct any problems prior to rescheduling the pressure test. (Please see Water Standard Drawing W-35 Approved Pressure Testing Methods)

   a.) Test pressure for all fire service laterals (not including City fire hydrants) shall be a minimum of two hundred (200) psi or greater at two hours as required by code. The pressure test must be performed by, or under the supervision of a licensed fire sprinkler contractor.

8. **Leaks and Defects** - Any defective portions of work performed (materials and/or workmanship) discovered during hydrostatic tests shall be replaced or repaired by the Contractor before the Engineer and/or ~~inspector~~ Field Representative will approve and accept the completed job. After repairs are made, the Contractor will be required to repeat the pressure testing until an acceptable test is completed.

B. Prior to the City issuance of a Certificate of Occupancy or a Temporary Certificate of Occupancy, all required fire hydrants shall be tested and approved as to service, location, and available fire flow by the City Fire Department. The fire hydrant(s) shall be pressure tested, disinfected, and bacteria sampled in accordance with all applicable City standards for water main construction

SECTION 11.3 PROJECT COMPLETION

Subsection 11.3.01 WITNESSING THE TEST

A. The Contractor shall have his/her ~~field inspector~~ Field Representative from the engineering firm inspect and confirm that proper pressure testing procedures were followed. The City shall be provided with copies of an acceptable test. The Contractor shall also immediately notify the City Field ~~Inspector~~ Representative to confirm that proper procedures were followed per current City specifications. Any damage discovered by the ~~inspector~~ Field Representative shall be noted and it shall be the Contractor’s responsibility to repair or replace the damaged items as per the ~~inspector Field~~ Representative’s request.

Subsection 11.3.02 ACCEPTANCE

A. This procedure shall not be considered complete and accepted by the City until an approved test has been completed and a copy received by the City.

B. All water utilized for testing purposes will come from a potable supply such as an approved transport tank or container which shall be approved by the engineer and/or Field ~~Inspector~~ Representative.

CHAPTER 12

NON-POTABLE WATER LINE SEPARATION

SECTION 12.1 INFORMATION AND DOCUMENTATION

Subsection 12.1.01 GENERAL REQUIREMENTS

A. When a water main crosses under an existing sewer main, the Contractor shall take all necessary precautions to insure the integrity and uninterrupted service of the sewer main. If a sanitary or storm sewer main is broken during construction, the Contractor shall immediately call the agency having jurisdiction and shall aid and assist or make the repair as directed by the Superintendent or the agency having jurisdiction over the sewer main. All costs related to the repair shall be paid for by the Contractor. All repairs to sewer mains shall be subject to rigid inspection by the Superintendent and the agency having jurisdiction over the sewers. Zone A select backfill material shall be extended to twelve (12) inches above the sewer main. (Please see Water Standard Drawing W-11 Pipe Bedding and Backfill)

B. When a new sanitary or storm sewer main crosses under an existing AC water main, the water main at the discretion of the Superintendent may need to be altered per city specifications. (Please see Water Standard Drawing W-8 Approved AC Main Replacement Crossing).

Subsection 12.1.02 REFERENCES

A. IDAPA 58.01.08

B. AWWA / ANSI

Subsection 12.1.03 HORIZONTAL SEPARATION OF WATER AND SEWER LINES

A. Water and sewer line separation must meet the DEQ standard, or the following, whichever is more restrictive:

1. When the potable water line and non-potable line have at least ten (10') feet horizontal separation, and the water main has at least eighteen (18") inches vertical separation above the non-potable line, then no other special conditions shall exist unless pointed out by the City Engineer or Superintendent.

2. If the ten (10') foot horizontal separation cannot be maintained, and the Contractor has prior approval from the City Engineer and DEQ, then the following conditions shall be met:

3. The water and non-potable line shall be at least six (6') feet apart and;

4. The non-potable line shall be constructed or reconstructed with pipe which conforms to water main standards and pressure tested for water-tightness or;

5. One of the lines shall be encased with a sleeving material acceptable to DEQ and the City Engineer and/or Superintendent.

Subsection 12.1.04 SEWER LATERALS

A. The Contractor shall make every effort to avoid disturbing existing sewer laterals during compaction.

B. The Contractor shall make every effort to avoid disturbing existing sewer laterals during compaction. The Contractor shall be responsible for a period of up to one (1) year for any failure of sewer main or service repairs made during and as a part of the water main, service, or other installation project as per the Contractor's written or implied warranty.

C. The trench shall be backfilled to twelve (12") inches above the lateral prior to completion of backfilling. All repairs to sewer laterals shall be made in accordance with the latest city standards, and shall be subject to rigid inspection by the Superintendent and the Wastewater Department. Zone A select backfill material shall be extended to twelve (12") inches above the sewer lateral whether or not the lateral is broken. (Please see Water Standard Drawing W-11 Pipe Bedding and Backfill

Subsection 12.1.05 DOCUMENTATION

A. A field engineer and/or ~~inspector~~ Field Representative shall be responsible for measuring and recording pertinent project information regarding location of replaced water main and related valves, tees, elbows, fire hydrants, and crossings with other utilities, etc., for transfer to as-builts and provision to the City ~~field inspector~~ Field Representative. Measurements for the City's benefit shall be in feet and inches from an identifiable location such as valve box or fire hydrant and not from engineering stations or movable objects such as power poles, trees or buildings.

B. The Contractor and/or Project Engineer shall supply as-builts on the plans provided, indicating the exact locations of all facilities installed before the City will accept the

project as completed. The Contractor shall supply the Superintendent with all construction notes which may or may not have been included on the as-builts. As-builts are due to the City no more than thirty (30) days after substantial completion of the project. If no as-builts are received, the City shall withhold any building permits for the project and/or Certificates of Occupancy. Any and all plan/construction changes shall be included with the final as-builts. The as-builts shall contain information regarding planned and actual installations, footage measurements for all fittings, tees and valves, detailed information and measurements for any appurtenances removed or replaced during construction, and any information regarding service stubs and their locations.

SECTION 12.2 MATERIALS AND PRACTICES

Subsection 12.2.01 VARIOUS MATERIALS USED

A. There may be various types of materials that the potable and non-potable lines are constructed of. This may include but is not limited to:

1. C900 PVC plastic pipe.

2. Class 160 PVC plastic pipe

3. 3034 PVC plastic pipe

4. DR 18 PVC plastic pipe

5. AC concrete pipe

6. Precast concrete pipe

7. Coated steel pipe

8. Galvanized steel pipe

9. HDPE Poly pipe

Subsection 12.2.02 APPROVED BEDDING MATERIALS:

A. Contractor shall be required to use a Type III select bedding material consisting of clean, fine to coarse sand with no aggregate greater than three quarter (¾") inch minus and which shall have no angular edges.

B. In the event of significant water intrusion or flow through the trench profile, and whereas there may be the possibility of the fine bedding material washing away from the pipe, the Contractor may use a Type I select bedding material consisting of three quarter (¾") inch crushed or fractured aggregate suitable for soil stabilization. This condition must be expressly approved by the City Engineer and/or the Superintendent. The Type III select

bedding materials shall be used around all fire hydrants, valve boxes, blow off assemblies and meter boxes to finished grade.

C. All street cuts and/or open work areas shall be covered or backfilled during overnight exposure as per City code and construction standards, or as approved by the City Engineer.

Subsection 12.2.03 WATER AND SANITARY/STORM SEWER LINE CROSSINGS

A. Under normal conditions, water lines shall cross a minimum of eighteen (18") inches above any sanitary sewer or storm sewer. When an eighteen (18") inch vertical separation between the bottom of the water line and the top of the sewer cannot be maintained, the sewer lines shall be constructed, or reconstructed as the case may be, with pipe which conforms to water main standards, or sleeved with a suitable material for a distance of at least ten (10) feet horizontally on both sides of the water main, (twenty (20') feet total). The water pipe shall be centered at the crossing so that the joints will be an equal distance and as far as possible from the sewer. If the water main is located below a sanitary or storm sewer, the water main shall be sleeved at least ten (10') feet horizontally each side of the sewer main, twenty (20') feet total.

Subsection 12.2.04 SEPARATION FROM SEWAGE DISPOSAL SYSTEMS

A. A minimum horizontal distance of twenty-five (25') feet shall be maintained between a subsurface sewage disposal system and water distribution pipes.

Subsection 12.2.05 UNAPPROVED AUXILIARY WATER SOURCES

A. Unapproved auxiliary water supplies and/or sources shall be any source or private water system not supplied by the public water system and not approved by the water purveyor. These systems shall follow under the same separation criteria as non-potable water line separation of at least ten (10') foot minimum and shall at no time be constructed within public water systems rights-of-way or easements with the exception of crossings. All unapproved auxiliary supplies to be constructed during a construction project shall be constructed of either purple pipe or a pipe with approved markings a maximum of every five (5') feet denoting "non-potable water" and a non-potable water line marking tape buried a minimum of two (2') feet below finished grade. Any exposed appurtenance to an unapproved source shall have a purple color and markings denoting "non-potable water, do not drink".

B. Plans to unapproved auxiliary water sources shall be kept on site at all times and shall be available to the water purveyor for review in the event utility locates are required. The water purveyor will not at any time be responsible for locating unapproved auxiliary water supplies and private water systems. It will be the sole responsibility of the private system owner for location purposes and repair of damages should the owner fail to locate the system.

SECTION 12.3 PROJECT COMPLETION

Subsection 12.3.01 INSPECTION

A. The Contractor shall have his/her ~~field inspector~~ Field Representative from the engineering firm inspect and prepare as-builts of all installations. The contractor shall also immediately notify the City Field ~~Inspector~~ Representative to confirm that the assembly is installed per city specifications. Any damage discovered by the ~~inspector~~ Field Representative shall be noted and it shall be the Contractor's responsibility to repair or replace the damage items as per the ~~inspector~~ Field Representative's request.

B. The Contractor shall not bury any work to be inspected without such inspections taking place. The Contractor shall notify ~~twenty four (24)~~forty eight (48) hours in advanced and shall use every number available to contact the Field ~~Inspector~~ Representative. If work is covered without the appropriate inspection, the Contractor will dig and expose any appurtenance which requires inspection at his/her own expense. No claims for project delays can be made due to this.

Subsection 12.3.02 COMPLETION AND ACCEPTANCE

A. The installation shall not be considered complete and accepted by the City until accurate as-builts are provided by the engineering firm for the construction work including all appurtenances. The Contractor has thirty (30) days from substantial completion to submit complete and accurate as-builts to the City Engineer and/or Superintendent.

CHAPTER 13

BACKFLOW ASSEMBLIES

SECTION 13.1 INFORMATION AND DOCUMENTATION

Subsection 13.1.01 GENERAL REQUIREMENTS

A. This section will detail the approved installation of backflow assemblies within the City of Coeur d'Alene. The City currently has a Cross Connection Control Program which tracks and governs the specific requirements for backflow assemblies. This construction standard will specify the proper installation of the various assemblies in regards to new construction and reconstruction of existing systems.

Subsection 13.1.02 REFERENCES

A. AWWA – C510-97, C512-04,

B. USC-FCCC&HR - University of Southern California – Foundation for Cross Connection Control and Hydraulic Research.

C. DEQ – Department of Environmental Quality

D. CMC-13.24.000 – City Municipal Code #13.24.000

E. IDAPA-58.01.08

F. UPC, Ch. 6 – Uniform Plumbing Code, Chapter 6

Subsection 13.1.03 **CROSS CONNECTION CONTROL TECHNICIAN**

A. Technician – (208)676-7408

B. Technician – (208)769-2220 ext. 818

Subsection 13.1.04 **DOCUMENTATION**

A. A City Field ~~Inspector~~ Representative or backflow assembly tester shall be responsible for measuring and recording pertinent project information regarding location and types of backflow assemblies for transfer to the City Cross Connection control Program software. Information for the City's benefit shall be:

1. Type of assembly**,**

2. Brand

3. Model number,

4. Serial number,

5. Size,

6. Location,

7. Type of hazard protected,

B. The Contractor and/or Project Engineer shall supply as-builts on the plans provided, indicating the exact locations of all assemblies installed before the City will accept the project as completed. The Contractor shall supply the Superintendent with all construction notes which may or may not have been included on the as-builts. As-builts are due to the City no more than thirty (30) days after substantial completion of the project. If no as-builts are received, the City shall withhold any building permits for the project and/or Certificates of Occupancy. Any and all plan/construction changes shall be included with the final as-builts. The as-builts shall contain information regarding

planned and actual installations, footage measurements for all fittings, tees and valves, detailed information and measurements for any appurtenances removed or replaced during construction, and any information regarding assemblies and their locations.

Subsection 13.1.05 PRE-CONSTRUCTION CONFERENCE

A. Prior to work commencing on any project, the Contractor shall schedule a pre-construction conference with the City Water Department to inform the Superintendent of the work to be performed. Any necessary contract documentation shall be provided to the City Water Department prior to the pre-construction conference. The Contractor shall attempt to have a representative from all of the Contractor's subs at the meeting, or shall be authorized to speak for them. The Contractor shall provide at the meeting:

1. A complete listing of the Contractor's subcontractors for the project.

2. An approved set of plans with the City Engineer's signature. Any changes, additions or deletions shall be reviewed and signed by the City Engineer prior to construction as well. The Contractor shall have a set of signed plans available at the work site at all times which shall be shown to the ~~field inspector~~Field Representative.

3. A project schedule which shall be regularly updated and any changes shall be submitted to the City during the project.

4. Proof of insurance, license and bonding if not provided to the City at an earlier date.

B. If construction stops or is delayed longer than thirty (30) days, or there are significant changes with the construction drawings/project, the Contractor shall set an additional pre-construction conference to review the work to be done and any possible changes. Minor drawing detail changes may be accomplished through the normal review process by the City Engineer.

SECTION 13.2 *APPROVED ASSEMBLIES AND PROCEDURES*

Subsection 13.2.01 ASSEMBLY APPROVAL

A. All assemblies chosen for installation shall be listed on the most current USC-FCCC&HR list of approved assemblies and shall be commensurate with the degree of hazard to be protected. The Contractor installing the assembly shall check with the Water Department ~~Technician~~Operator in charge of the Cross Connection Control Program to verify that the assemblies are on the approved list and for proper installation technique(s). It shall be the Contractor's responsibility to replace any unapproved assembly installed on his/her project and to correct any improper installations at his/her own expense.

Subsection 13.2.02 TYPES OF ASSEMBLIES

A. ***AVB*** – Atmospheric Vacuum Breaker – Used in low degree hazard situations. Cannot be pressurized for more than twelve (12) hours in a twenty four (24) hour period and shall have no valves downstream of the assembly. Must be mounted above ground, minimum six (6") inches above all points of downstream use. Not for use in backpressure situations.

B ***PVBA*** – Pressure Vacuum Breaker Assembly– Used frequently in low hazard irrigation systems. Can be pressurized for more than twelve (12) hours and may have valves downstream of the assembly. Must be mounted above ground, minimum twelve (12") inches above all points of downstream use. Not for use in back pressure situations.

C. ***SVBA*** - Spill Resistant Pressure Vacuum Breaker Assembly - Relatively new type of pressure vacuum breaker assembly designed for use where water should not be spilled or dumped on a regular basis. May have valves downstream of the assembly. Must be mounted above ground level, minimum twelve (12") inches above all points of downstream use. Not for use in backpressure situations.

D. ***DCVA*** – Double Check Valve Assembly - An assembly with two check valves, utilized primarily in premise isolation, irrigation and fire sprinkler systems to protect the potable water supply from low hazard backflow conditions and backpressure from high pressure supply systems. Can be mounted below ground.

E. ***RPBA*** - Reduced Pressure Backflow Assembly - An assembly utilized in high hazard premise and device isolation, and all fire sprinkler systems with a Fire Department Connection (FDC). As this assembly has a relief valve designed into it, this assembly is approved for most high hazards with the provision that it is plumbed with adequate drainage as it can dump as much water as the service line can feed to it. Must be mounted above ground and kept from freezing or mounted inside structure with adequate drains.

F. ***AIR GAP*** - A physical separation between the free flowing discharge end of a potable water supply pipeline and an open or non-pressure receiving vessel. An approved air gap shall be at least double the diameter of the supply pipe measured vertically above the overflow rim of the vessel- in no case less than one (1") inch. This is the most stringent method of backflow prevention and can be used in extreme high hazard situations where no other form of protection is acceptable.

Subsection 13.2.03 APPROVED INSTALLATIONS

A. ***AVB*** – The atmospheric vacuum breaker shall only be used on irrigation systems or equipment with a low hazard rating. The device shall be installed downstream of any control valves and shall be installed a minimum of six (6") above the highest point of use. There shall be no valves downstream of the assembly and the assembly shall not be pressurized for more than twelve (12) hours in a twenty four (24) hour period. If AVB's

are used, they shall be marked approved by IAPMO or by ASSE. The AVB must be mounted in an area where considerable water spillage is not an issue**.** (Please see Water Standard Drawing W-22 Atmospheric Vacuum Breaker Assy.)

B. ***PVBA*** – The pressure vacuum breaker is one of the most common irrigation system backflow prevention assemblies due to its relatively inexpensive cost and ease of use and maintenance. The pressure vacuum breaker can have control valves upstream and/or downstream of the assembly and can be pressurized for twelve (12) hours or more. It shall be mounted a minimum of twelve (12") inches above the highest point of use and shall be mounted in an area where considerable spillage is not a concern. (Please see Water Standard Drawing W-23 Standard Pressure/Spill Proof Vacuum Breaker)

C. ***SVBA*** – The spill resistant pressure vacuum breaker is primarily utilized where there is a concern about the amount of water spillage but the situation calls for the use of a pressure vacuum breaker. The installation of the device is the same as the pressure vacuum breaker except that the concern over spillage is not as critical. (Please see Water Standard Drawing W-23 Standard Pressure/Spill resistant Vacuum Breaker Assembly installation)

D. ***DCVA*** – The double check valve is another favored device for irrigation systems and is widely used for fire sprinkler systems which do not use chemicals and do not have a FDC as well as for premise isolation for low hazard commercial businesses. The device can be mounted below ground in a vault or control box, depending on the size of the application, and is adequate for low hazard backflow and back pressure situations. The smaller assemblies can be mounted in a standard meter box or irrigation control box. Assemblies one and one-quarter (1 1/4") inch and larger are usually installed in larger concrete vaults or in building mechanical rooms. The assembly shall be mounted in the approved orientation only. Please check with the Water Department to verify the assembly's approved orientation. Any assembly incorrectly installed or not on the current USC approval list shall be removed and replaced at the Contractor's expense. (Please see Water Standard Drawings W-25 Approved 1" & 2" DCVA for premise Isolation and W-26 Approved DCVA for Irrigation Installation)

E. ***RPBA*** – The reduced pressure backflow assembly is used in place of the double check valve when there is a high health hazard present. The RP protects against both backflow and back pressure but adds a relief valve in the assembly to provide a higher level of protection. However, this assembly must be installed above ground and protected from freezing. The preferred installation in climates such as ours is in a heated mechanical room. The assembly must have an adequate drain for water spillage. The proper air gap (2 times the opening diameter) shall be maintained at the assembly drain port. An adequate drain is one that is sized for the maximum possible flow of the assembly or the line feeding the assembly. If not plumbed into an approved drain system, the drain must be plumbed to an exterior area and have line of sight to verify clearance. The assembly shall be mounted in the approved orientation only. Please check with the Water Department to verify the assembly's approved orientation. Any assembly incorrectly installed or not on the current USC approval list shall be removed and replaced at the

Contractor's expense. (Please see Standard Drawings W-20 RP for Premise Isolation, Standard Method and W-21 RP Premise Isolation, Alternate method).

D. ***AIR GAP*** - An air gap is utilized for the highest health hazard situations where no other type of protection is adequate. This type of system usually requires an auxiliary storage vat, booster pump(s) and float control valve(s). The potable water supply has a physical separation for the customer's system by use of the air gap. The most common installation is to utilize a storage vat or tank which is fed by the potable supply line. A physical air gap is maintained above the flood rim of the tank (a minimum of 2 times the pipe diameter) with a float or electronic valve used to maintain the water level in the tank. A booster pump is then used to feed and /or pressurize the customer's system. (Please see Standard Drawing W-27 Approved Air Gap Standard)

Subsection 13.2.04 PROPER DRAIN SIZING

A. ***ADEQUATE DRAINAGE –*** All drains utilized for the reduced pressure backflow assemblies (RPBA, also known as RPZ) shall be sized to accommodate the maximum dump capacity as calculated and approved by the Uniform Plumbing Code and the USC manual. The drains may be constructed from approved materials such as ABS plastic, generally used for interior drain plumbing, ductile iron or copper, generally used in exterior applications where UV resistance is required. The drains must follow all plumbing regulations in regards to minimum/maximum slope, required anchor points, inlet and outlet construction. In the rare situation where an RPBA is allowed to be used in a vault, the drain shall be open to daylight above any known flood plain and open at both ends by line of sight confirmation. A backwater valve may be utilized at the lower end of the drain to prevent cold air and/or animals and insects from entering the pipe and damaging the device. The following **Tables 13.1** and **13.2** indicate that possible maximum dump capacity of the different size of devices.

Table 13.1

Relief Discharge Design

Backflow Preventer Size		**Maximum Discharge**	
Mm	**Inches**	**L/s**	**GPM**
6 – 15	**¼ - ½**	**4.7**	**75**
20 - 25	**¾ - 1**	**12.6**	**200**
30 - 50	**1 ¼ - 2**	**18.9**	**300**
64 – 75	**2 ½ - 3**	**28.4**	**450**
100 – 150	**4 – 6**	**47.3**	**750**
200 - 250	**8 – 10**	**69.3**	**1100**
300 – 400	**12 – 16**	**170.0**	**2700**

Table 13.2

Drain Size Required For RPBA Discharge

Backflow Pipe Size	GPM Discharge W/RPZ Dumping	Diameter Floor Drain Required
¾" - 1"	200 Gallons	4" – 6"
1 ¼" – 2"	300 Gallons	5" – 6"
2 ½" – 3"	450 Gallons	6" – 8"
4' – 6"	750 Gallons	8" – 10"
8" – 10"	1100 Gallons	10" –or- 6" + 8"

SECTION 13.3 PROJECT COMPLETION AND REVIEW

Subsection 13.3.01 INSPECTIONS AND TESTING

A. All new assembly installations must be inspected by the City upon completion and prior to operation. The City plumbing inspector is responsible for all inspections from the property line in. Please contact the Building Department to schedule an inspection at (208)769-2267. Assemblies utilized for premise isolation in the right-of-way will be inspected by the Water Department Field Representative. Please call the Water Department to schedule an inspection at (208)676-7408. All assemblies shall be tested by an approved licensed Backflow Assembly Tester (BAT) upon installation, after repairs and/or replacement and at least annually thereafter. Air gaps shall be inspected annually by the City. Please contact the City at (208)676-7408 to register as a Backflow Assembly Tester with the City.

Subsection 13.3.02 COMPLETION AND ACCEPTANCE

A. The installation shall not be considered complete and accepted by the City until accurate as-builts are provided by the engineering firm for the construction work including all appurtenances. The Contractor has thirty (30) days from substantial completion to submit complete and accurate as-builts to the City Engineer and/or Superintendent.

Subsection 13.3.03 ANNUAL TESTING

A. All assemblies shall be tested annually after initial installation, acceptance and testing. The owner of the assembly shall be responsible for having a certified Backflow Assembly Tester perform annual testing of approved assemblies.

CHAPTER 14

AUTOMATIC CONTROL VALVES

SECTION 14.1 INFORMATION AND DOCUMENTATION

Subsection 14.1.01 GENERAL REQUIREMENTS

A. Automatic control valves may include but are not limited to pressure reducing valves, pressure sustaining valves, altitude valves, surge anticipator valves, pump relief valves, air / vacuum release valves, etc.

Subsection 14.2.02 AUTOMATIC CONTROL VALVES

A. Automatic control valves such as pressure reducing valves or pressure relief valves shall meet all applicable ANSI/AWWA and ISPWC standards, Division 400, for construction and protective coatings. Automatic controls shall have isolation valves to facilitate service and replacement. Automatic or control valves shall have speed controls, required three (3") inch glycerin filled pressure gauges on the high and low pressure chambers, and a rising stem position indicator to allow for visible confirmation of valve position. The pressure gauges shall be mounted a minimum of 4" above the assembly so as to facilitate viewing from the vault lid. (Please see Water Standard Drawing W-18 Pressure Sustaining Valve Assy.)

B. Automatic control valves shall be specifically designed per application and a detail drawing shall be supplied with the contract documents. Control valves shall be installed in approved vaults with all necessary appurtenances for access and maintenance as shown on the standard drawings. The control valves shall be installed with isolation valves located on each side of the control valve and proper joint restraint for maintenance and replacement purposes. (Please see Water Standard Drawing W-17 3" and Larger Dom. Meter Vault and W-18 Pressure Sustaining Valve Assembly)

Subsection 14.2.03 EQUIPMENT ISOLATION VALVES

A. Valves used as equipment or device isolation valves in meter vaults, automatic control valve vaults, booster stations and pump stations for automatic control valve, pump, meter and/or backflow device control isolation shall be "outside stem and yoke" (OS&Y) resilient seated gate valves or an approved equal style valve which will have visible indication of the valve position.

Subsection 14.2.04 AIR RELEASE/VACUUM VALVE ASSEMBLIES

A. Air release assembly shall be installed with a saddle tap at the top of the highest point of the water main. The tap shall incorporate a Romac 202S double stainless strap epoxy coated saddle with an approved Mueller or Ford one (1") inch male iron pipe size (IPS)

by pack joint compression corporation stop, or approved equal that meets NSF-61 approval. One (1") inch iron pipe size (IPS) polyethylene pipe shall be used to extend from the corporation stop to the air release assembly. The air release assembly shall consist of: two one (1) inch galvanized ninety degree elbows and three (3) one (1") inch by two (2") inch galvanized elbows with a bug screen, the air release valve, a one (1") inch by two (2") inch galvanized nipple, a one (1") inch ball valve, and a one (1") inch male iron pipe size (MIP) by pack joint compression Mueller or Ford adapter, or approved equal that meets NFS . The one (1") inch service line shall be laid with a maximum rise of one (1") inch in ten (10') feet and shall be laid straight and true. The air release assembly shall be set in the meter box so that the top of the air release valve is approximately eighteen (18") inches below finished grade. Support stakes shall be provided to support the assemble plumb and vertical in the meter box. The assembly shall be attached to the stakes with stainless steel straps or banding. The meter boxes shall be set and backfilled with sand or a maximum of three quarter (3/4") inch minus crushed aggregate to the finished grade. The interior of the meter boxes shall be kept clean and free of debris to the bottom of the fourth box. (Please see Water Standard Drawing W-7 1" Air Release Assembly)

1. **LOCATION -** The air release shall be located at the highest elevation or elevations if crossing extreme variations in elevations. The air release valve shall be located in a meter box, ~~#37 Brooks Model or #65 Brooks Model~~Armorcast or Hubbel meter box of the appropriate size, consisting of ~~three (3~~ two (2) risers and a top section (~~four (4)~~ three (3) total sections) with a ~~concrete~~ composite or cast iron lid. The assembly shall be located at the edge of the right-of-way closest to the water main. The air release valve and vault shall not be located in a street or paved driveway unless approved by the City Engineer and/or Superintendent with a traffic rated lid. (Please see Water Standard Drawing W-7 1" Air Release Assembly)

Subsection 14.2.05 WATER MAIN FLUSHING ASSEMBLY

A. A main flushing assembly shall be installed at a major low section of the main which may be subject to accumulating sediment and shall be sized to provide a minimum of two point five (2.5') feet per second scouring velocity in the main to remove any accumulation of sediment. A two (2") inch assembly will be installed to grade with a two (2") gate valve, threaded coupling and finger tight plug six (6") inches from finished grade in approved Tyler valve boxes. The flush point will only require the sixteen (16") Tyler top section and lid at finished grade. Locations shall be determined by the City Engineer and/or Superintendent.

CHAPTER 15

MONITORING WELL SPECIFICATIONS

SECTION 15.1 INFORMATION AND DOCUMENTATION

Subsection 15.1.01 GENERAL

A. It may at times be in the best interest of the City of Coeur d' Alene Water Department to accept an abandoned well on developed property as an aquifer monitoring well in lieu of total abandonment as required by IDAPA 37-03-09, Section 12. The Contractor shall be required to modify the existing well casing and install a below ground containment vault as specified in these construction standards.

Subsection 15.1.02 REFERENCES

A. AWWA

B. IDAPA 37-03-09 & 58.01.08

C. IDEQ

D. ASTM Manual (D-5092), "Design Practice and Installation of Groundwater Monitoring Wells in Aquifers"

Subsection 15.1.03 EXISTING DOMESTIC WELLS

A. Any unused or unusable existing domestic wells with a minimum six (6") inch diameter casing, on public or private property to be developed, may be offered to the City in lieu of total abandonment by a licensed and certified well driller as required by IDAPA 37-03-09, Section 12. The City may consider the location of the well in correlation with other known test well sites, the proposed use of the property and the general location of the well on the aquifer in determining whether it is conducive to prep the well for a monitoring station. Any and all costs for modifications shall be at the developer's expense in lieu of proper abandonment and decommissioning. Any known existing water rights for the well shall be transferred to the City prior to modification or abandonment.

Subsection 15.1.04 DOCUMENTATION

A. A field engineer and/or ~~inspector~~ Field Representative shall be responsible for measuring and recording pertinent project information regarding location of monitoring wells for transfer to as-builts and provision to the City ~~field inspector~~ Field Representative. Measurements for the City's benefit shall be in feet and inches from an identifiable location such as valve box or fire hydrant and not from engineering stations or movable objects such as power poles, trees or buildings.

B. The Contractor and/or Project Engineer shall supply as-builts on the plans provided, indicating the exact locations of all facilities installed before the City will accept the project as completed. The Contractor shall supply the Superintendent with all construction notes which may or may not have been included on the as-builts. As-builts are due to the City no more than thirty (30) days after substantial completion of the project. If no as-builts are received, the City shall withhold any building permits for the project and/or Certificates of Occupancy. Any and all plan/construction changes shall be included with the final as-builts. The as-builts shall contain information regarding planned and actual installations, footage measurements for all fittings, tees and valves, detailed information and measurements for any appurtenances removed or replaced during construction, and any information regarding service stubs and their locations.

Subsection 15.1.05 PRE-CONSTRUCTION CONFERENCE

A. Prior to work commencing on any project, the Contractor shall schedule a pre-construction conference with the City Water Department to inform the Superintendent of the work to be performed. Any necessary contract documentation shall be provided to the City Water Department prior to the pre-construction conference. The Contractor shall attempt to have a representative from all of the Contractor's subs at the meeting, or shall be authorized to speak for them. The Contractor shall provide at the meeting:

1. A complete listing of the Contractor's subcontractors for the project.

2. An approved set of plans with the City Engineer's signature. Any changes, additions or deletions shall be reviewed and signed by the City Engineer prior to construction as well. The Contractor shall have a set of signed plans available at the work site at all times which shall be shown to the ~~field inspector~~Field Representative.

3. A project schedule which shall be regularly updated and any changes shall be submitted to the City during the project.

4. Proof of insurance, license and bonding if not provided to the City at an earlier date.

B. If construction stops or is delayed longer than thirty (30) days, or there are significant changes with the construction drawings/project, the Contractor shall set an additional pre-construction conference to review the work to be done and any possible changes. Minor drawing detail changes may be accomplished through the normal review process by the City Engineer.

SECTION 15.2 MATERIALS AND INSTALLATION

Subsection 15.2.01 CONCRETE AND PIPING

A. Concrete utilized for construction of the monitoring well vault shall be a minimum 5 sack mix or greater if traffic rating is required. The well casing shall be steel and an approved cap shall be installed.

B. All piping used for drains shall be 3034 PVC plastic pipe.

Subsection 15.2.02 CAST IRON LID

A. An approved cast iron ring and lid shall be utilized for access to the well head. The ring and lid shall be a lockable, traffic rated design with the City of Coeur d'Alene logo stamped into the casting.

Subsection 15.2.03 CONVERSION TO MONITORING WELL

A. The Contractor shall excavate around the well head to a depth of three (3') feet where a traffic rated concrete vault shall be placed or constructed around the well head. The vault floor shall be sealed around the well casing with the exception of a minimum two (2") inch piped drain leading to an approved drain field or injection well (drywell) if available to prevent the vault from flooding or accumulating standing water. The casing shall be cut off a maximum of one (1') foot below finished grade. An approved self sealing well cap with a two (2") inch threaded test port and galvanized plug shall be installed. As an alternate design requiring prior approval, a welded cap installed by a certified welder with a two (2") inch threaded test port and plug. The vault shall be capped with a water tight, traffic rated, 36" manhole ring and lid at finished grade. The ring shall be grouted tight to the vault wall. The excavation shall be backfilled and compacted to road bed standards. Paved or concrete surfacing shall be placed around the completed vault per the development requirements. (Please see standard drawing W-28 Monitoring Well Casing Modification)

1. ***ACCESS PORT*** - Upon completion of conversion to a monitoring well, the well shall be equipped with an access port that will allow for measurement of the depth to water or an approved pressure gage fitting that will allow access for measurement of shut-in pressure of an artesian flowing well. All pressure gage fittings shall include control valves such that the pressure gage can be removed. Approved access ports are illustrated in standard drawing W-28 together with approved locations for pressure gage fittings. Air lines are not a satisfactory substitution for an access port. (Per IDAPA 37-03-09, 7-1-93)

2. ***DRAIN FIELD*** - An approved drain field shall be constructed to effectively provide vault drainage in the event there is any water intrusion and/or accumulation in the monitoring well vault. The drain field shall be constructed to DEQ and Panhandle Health District standards and shall be registered with the Panhandle Health District.

The drain field shall be sized to handle ten (10) times the monitoring well vault capacity.

3. ***INJECTION WELL*** – In lieu of an approved drain field, an injection well (drywell) may be installed or used if an existing one is available. The injection well shall have a minimum of ten (10) times the volume of the monitoring well vault and shall be registered with the Panhandle Health District if not already done so. All current approved specifications will apply.

Subsection 15.2.04 CONSTRUCTION OF NEW MONITORING WELL

A. All new monitoring wells shall be constructed and maintained in a manner reflective of regulated standards under IDWR, ASTM Manual D-5092, and applicable City standards that will prevent intrusion of waste and/or contamination into the aquifer and as otherwise required by these rules. The new monitoring well shall have a minimum 6" diameter casing with a neat grout sanitary seal around the upper casing area a minimum depth of 150' from finished grade or as designed by the engineer. The water bearing area of the casing may be either slotted or screened as designed by the engineer. The well head shall be constructed in the same manner as specified under "Conversion of Existing wells" with all applicable water tight seals and floor drain, drain field or injection well.

1. ***ACCESS PORT*** - Upon completion of a new monitoring well, and before removal of the well rig from the site, the well shall be equipped with an access port that will allow for measurement of the depth to water or an approved pressure gage fitting that will allow access for measurement of shut-in pressure of an artesian flowing well. All pressure gage fittings shall include control valves such that the pressure gage can be removed. Approved access ports are illustrated in standard drawing W-28. Air lines are not a satisfactory substitution for an access port. (Per IDAPA 37-03-09, 7-1-93)

2. ***DRAIN FIELD*** - An approved drain field shall be constructed to effectively provide vault drainage in the event there is any water intrusion and/or accumulation in the monitoring well vault. The drain field shall be constructed to DEQ and Panhandle Health District standards and shall be registered with the Panhandle Health District. The drain field shall be sized to handle ten (10) times the monitoring well vault capacity.

3. ***INJECTION WELL*** – In lieu of an approved drain field, an injection well (drywell) may be installed or used if an existing one is available. The injection well shall have a minimum of ten (10) times the volume of the monitoring well vault and shall be registered with the Panhandle Health District if not already done so.

Subsection 15.2.05 ABANDONING OF WELLS

A. When a monitoring well is no longer useful or needed, the owner or operator of the well shall abandon the well in accordance with IDAPA Rule 37-03-09, Section 12, Subsection 025.12.

1. The well owner is charged with maintaining and abandoning a well in a manner that will prevent waste and/or contamination of the ground water. Permanently abandoned wells may have the casing removed or left in place and shall be filled with bentonite grout, cement grout, concrete, or puddling clay or other material as required to stop the upward or downward movement of water. If the well is artesian, cement grout, concrete or a packer approved by the City Engineer and/or Superintendent shall be placed across the confining stratum overlying the artesian zone so as to prevent subsurface leakage from the artesian zone. The remainder of the well shall be filled with cement grout, concrete, or other approved material. (Reference IDAPA 37-03-09, dated 7-1-93)

2. The City Engineer and/or Superintendent may require the abandonment of a well in compliance with the provisions of IDAPA Rule 37-03-09, Section 12 Subsection 025.12.a. if the condition of the well does not meet minimum well construction standards or if there is no valid water right or other authorization acceptable to the City Engineer and/or Superintendent for use of the well.

B. Patching of all trenches shall consist of a minimum of three (3") inches of ~~G-Mix~~ Class 3 asphalt unless otherwise directed on the plans or by the City Engineer. All joints between existing asphalt and new asphalt shall be coated with an approved emulsion tack coating.

Section 15.3 COMPLETION

Subsection 15.3.01 INSPECTION

A. The Contractor shall have his/her ~~field inspector~~ Field Representative from the engineering firm inspect and prepare as-builts of all installed air release assemblies. The contractor shall also immediately notify the City Field ~~Inspector~~ Representative to confirm that the assembly is installed per city specifications. Any damage discovered by the ~~inspector~~ Field Representative shall be noted and it shall be the Contractor's responsibility to repair or replace the damage items as per the ~~inspector~~ Field Representative's request

Subsection 15.3.02 COMPLETION AND ACCEPTANCE

A. The installation shall not be considered complete and accepted by the City until accurate as-builts are provided by the engineering firm for the construction work including all appurtenances. The Contractor has thirty (30) days from substantial completion to submit complete and accurate as-builts to the City Engineer and/or Superintendent.

B. The Contractor and/or Project Engineer shall supply as-builts on the plans provided, indicating the exact locations of all facilities installed before the City will accept the project as completed. The Contractor shall supply the Superintendent with all construction notes which may or may not have been included on the as-builts. As-builts are due to the City no more than thirty (30) days after substantial completion of the project. If no as-builts are received, the City shall withhold any building permits for the

project and/or Certificates of Occupancy. Any and all plan/construction changes shall be included with the final as-builts. The as-builts shall contain information regarding planned and actual installations, footage measurements for all fittings, tees and valves, detailed information and measurements for any appurtenances removed or replaced during construction, and any information regarding service stubs and their locations.

GENERAL SERVICES COMMITTEE MEETING
STAFF REPORT

DATE: September 10, 2018
FROM: Troy Tymesen, City Administrator/Interim Arts Commission Liaison
SUBJECT: DECLARATION OF SURPLUS – PUBLIC ART MAQUETTES

****

DECISION POINT: Should Council declare that maquettes (models) received as part of a public art selection process shall be surplus once the selection process has been completed, and authorize staff to dispose of the maquettes through public means via auction/silent auction, or donation on a piece by piece basis to NIC (or other college art department), the school district, the Museum of North Idaho, etc., if deemed to be of value, or to authorize staff to destroy the maquettes if they are deemed to have no value, at the discretion of the Arts Commission liaison?

HISTORY:
Historically, major calls to artists issued for placement of public art within the City of Coeur d'Alene have required that the artist submit a maquette, or scale model, of the proposed art piece. The maquette is used to aid the Arts Commission selection committee in understanding the artist's proposal, the materials to be used, and the scale of the piece. The maquettes have also been used to solicit public comment and as a way to generate public interest and excitement about the projects. Once a public art project has been awarded, the maquettes have traditionally been placed in storage to gather dust and fall into disrepair, or they are displayed at the library. Pursuant to the letter of agreement signed by the artists, the artists receive a stipend for the preparation of the maquette, and the maquettes become the property of the City of Coeur d'Alene. If an artist desires to retain the maquette after the selection process has been completed, the artist must return the stipend that he/she has received.

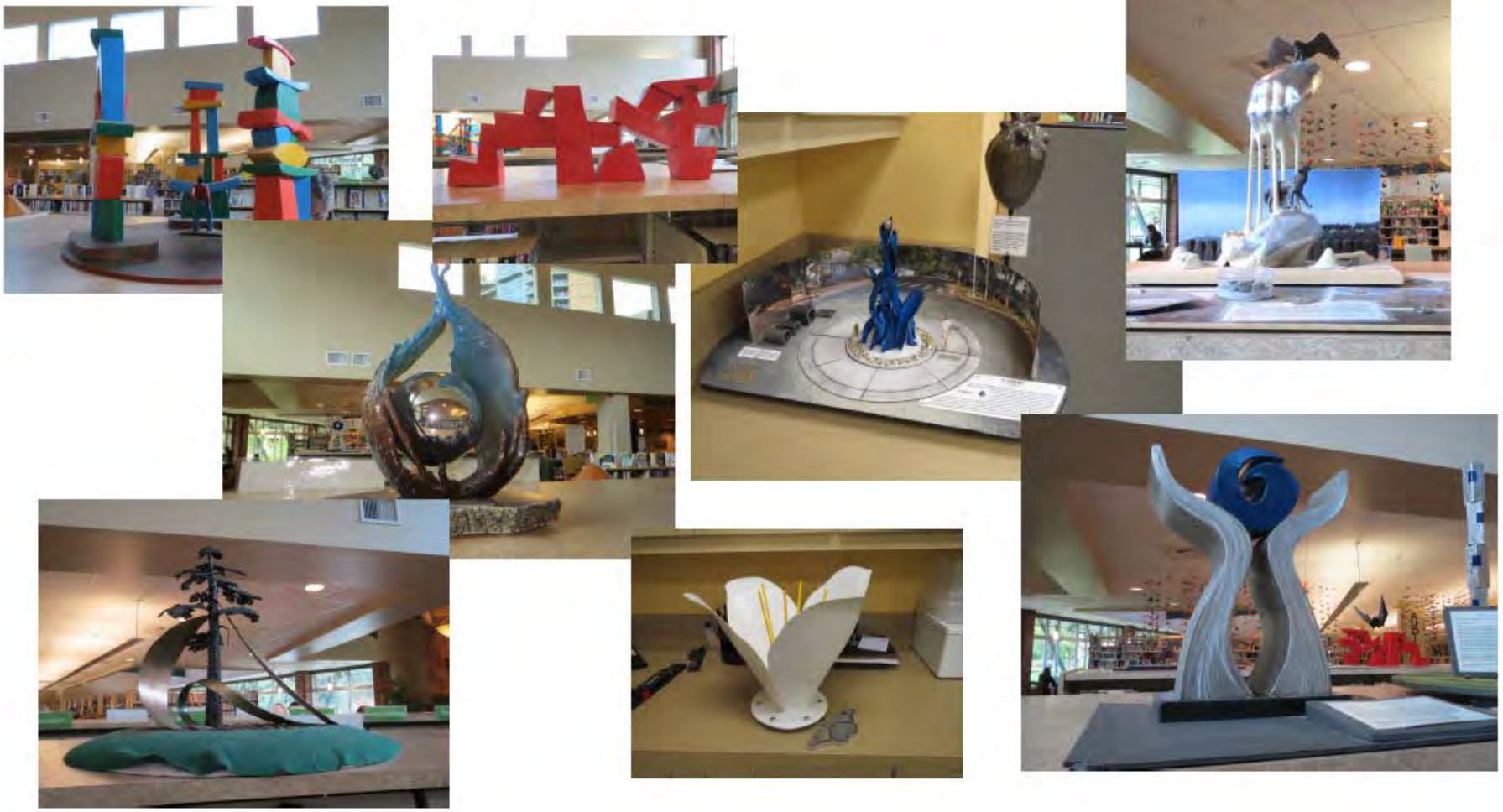
The placement of several major public art pieces during the last several years has resulted in a large number of maquettes being in storage and at the Library, with limited options or desire to display them and limited storage space. Most of the maquettes have little to no value, but occasionally, depending on the construction technique and quality of a maquette, it may be of value to a citizen who might desire to purchase the piece through a public or silent auction.

FINANCIAL ANALYSIS:
There is no cost to the City to dispose of the maquettes that have no value. For those that are deemed to be of value, there would be minimal staff time involved to either send the pieces to auction/silent auction at the annual Mayor's Awards in the Arts in October, or donate them on a piece by piece basis to NIC (or other college art department), the school district, Museum of North Idaho, etc. Any funds received from the sale of the maquettes would be deposited into the Art Fund which was used to fund the public art project.

PERFORMANCE ANALYSIS:

The disposal of maquettes from previous public art projects which are deemed to have little to no value, or the public auction or piece by piece donation of maquettes that are deemed to be of value to the public, at the discretion of the Arts Commission liaison, is an efficient way to manage the City's ever-increasing maquette collection while increasing much needed storage space at City Hall and the Library and generate public interest in the arts.

DECISION POINT/RECOMMENDATION:
Council should declare that the maquettes (models) received as part of a public art selection process be deemed surplus once the selection process has been completed, and authorize staff to dispose of the maquettes through public means via auction/silent auction, or donation on a piece by piece basis to NIC (or other college art department), the school district, the Museum of North Idaho, etc. if deemed to be of value, or to authorize staff to destroy the maquettes if they are deemed to have no value, at the discretion of the Arts Commission liaison.



CITY COUNCIL STAFF REPORT

Date: September 12, 2018
From: Troy Tymesen, City Administrator
Subject: Fiscal 2018-2019 Public Transit Funding Letter of Agreement

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DECISION POINT: To approve the one year agreement and funding for the City's portion of the public transportation within the urbanized area of Kootenai County, also called the Kootenai County Transit System.

HISTORY: The 2000 census designated the cities of Coeur d'Alene, Post Falls, Hayden, Huetter and Dalton Gardens, as an urbanized area within Kootenai County. The Kootenai County Transit System encompasses Citylink Fixed Route service, Kootenai Health - Transportation/Paratransit service, and Kootenai County - Citylink Paratransit (currently operated by MV Transportation). Transit Service in the urban area is a cooperative effort between Kootenai County, the Coeur d'Alene Tribe, Kootenai Health, the Cities of Hayden, Dalton Gardens, Coeur d'Alene, Huetter, and Post Falls, Kootenai Metropolitan Planning Organization, and Post Falls Highway District. The Federal Transit Administration considers this cooperative transit operation quite unique compared to other transit agencies across the country. The legislative board for the transit system is the Kootenai County Board of Commissioners. All public transit service is provided free to the public thanks to the generous funding partners. This agreement is for fiscal year 2018-19, October 1, 2018 through September 30, 2019. The City Council approved this agreement last year.

FINANCIAL ANALYSIS: The City is being asked to fund $58,983, the same as last year's funding. The proposed expenditure is included in the current financial plan, General Ledger # 001-020-4322-4810. The City's portion is based on its population within the urbanized area. This money is being used as a match for funds from the Federal Transit Administration (FTA) funds. Funding covers operations, maintenance, vehicle procurements, and administration of the system.

PERFORMANCE ANALYSIS: The City also provides the service of the Specialized Needs Recreation Van that was acquired with grant funds. The Citylink fixed route service provides three routes within the urbanized area and facilitated over 132,000 passenger trips last year. Citylink also provides fixed route and paratransit service in the rural southern part of the county rural. Kootenai Health provides paratransit service for medical trips. Kootenai County contracts a private transit service contractor to provide service under the Americans with Disabilities Act (ADA). This service provides door to door service for qualified disabled individuals; service start-up was August of 2011.

DECISION POINT: To approve the one year Letter of Agreement and funding for the City's portion of the public transportation within the urbanized area of Kootenai County, also called the Kootenai County Transit System.

OTHER BUSINESS

Staff Report

Date: September 18, 2018

To: Mayor Widmyer and the City Council

From: Troy Tymesen, City Administrator

Re: Lake City Employees Association Agreement

Decision Point: Should the City Council approve the proposed negotiated Lake City Employees Association (LCEA) Agreement establishing compensation and benefits for a five year contract?

History: The Agreement shall be applicable to the LCEA represented classifications for a term commencing October 1, 2018, and ending September 30, 2023. All prior resolutions between the City and LCEA will no longer be applicable unless specifically provided therein.

Financial:
The following are the significant highlights regarding the negotiated contract:

- → 5 year contract;
- → 2.5% fixed annual cost of living adjustment for each year of the 5 year contract;
- → Overtime will be paid after a 40 hour work week instead of an 8 hour work day;
- → The medical premium cost for employees with dependent coverage will increase from 5% to 10%;
- → Amend the last four years of the current wage increase schedule from:
  - o 6 years = 0%, 7 years = 5%, 8 years = 0% and 9 years = 5%; to
  - o 6 years = 2.5%, 7 years = 2.5%, 8 years = 2.5% and 9 years = 2.5%.
- → Increase HRA/VEBA contribution from $140 to $160 per month;
- → Increase License/Certification Premiums by $50 in each category;
- → Budget $5,000 towards tuition reimbursement for LCEA employees, increasing the amount by an additional $1,000 each year of the 5 year contract.

Performance Analysis:
The proposed contract with LCEA was negotiated in good faith with the City, and the compensation and benefits included will provide a competitive package for those represented by the Association as well as the City.

Decision Point/Recommendation:
City Council should approve the proposed negotiated Lake City Employees Association (LCEA) Agreement establishing compensation and benefits for a five year contract.

RESOLUTION NO. 18-053

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE LAKE CITY EMPLOYEES ASSOCIATION.

WHEREAS, the City Administrator and Human Resources Director have recommended that the City of Coeur d'Alene enter into a Collective Bargaining Agreement with the Lake City Employees Association, pursuant to terms and conditions set forth the agreement, a copy of which is attached hereto as Exhibit "1" and by reference made a part hereof; and

WHEREAS, it is deemed to be in the best interests of the City of Coeur d'Alene and the citizens thereof to enter into such agreement;

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the City enter into a Collective Bargaining Agreement with the Lake City Employees Association in substantially the form attached hereto as Exhibit "1" and incorporated herein by reference, with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to modify said agreement to the extent the substantive provisions of the agreement remain intact.

BE IT FURTHER RESOLVED that the Mayor and City Clerk be and they are hereby authorized to execute such agreement on behalf of the City.

DATED this 18th day of September, 2018.

_____
Steve Widmyer, Mayor

ATTEST:

_____
Renata McLeod, City Clerk

Motion by _____, Seconded by _____, to adopt the foregoing resolution.

ROLL CALL:

COUNCIL MEMBER MILLER Voted _____

COUNCIL MEMBER MCEVERS Voted _____

COUNCIL MEMBER GOOKIN Voted _____

COUNCIL MEMBER EVANS Voted _____

COUNCIL MEMBER ENGLISH Voted _____

COUNCIL MEMBER EDINGER Voted _____

_____ was absent. Motion _____.

Collective Bargaining Agreement

City of Coeur d'Alene & the
Lake City Employees Association (LCEA)

October 1, 2018 → September 30, 2023

A G R E E M E N T

COLLECTIVE BARGAINING AGREEMENT

between the

CITY OF COEUR D'ALENE

and the

LAKE CITY EMPLOYEES ASSOCIATION

PREAMBLE

The Agreement on wages, benefits, and working conditions is made and entered into this 18th day of September, 2018, by and between the City of Coeur d'Alene, hereinafter known as the City, and the Lake City Employees Association, hereinafter known as the Association, representing the classifications listed in ARTICLE 15, WAGES, SECTION 1. The terms and conditions of the Agreement shall be applicable to all employees in the listed classifications for a term commencing October 1, 2018 and ending September 30, 2023; PROVIDED HOWEVER, that this Agreement shall be subject to such changes or modifications as may be mutually agreed upon by the parties hereto. It shall be the obligation of the parties to negotiate in good faith after written notice, submitted no sooner than January 15, 2023, nor later than March 15, 2023, from the bargaining agent for meetings for collective bargaining.

ARTICLE 1 – RECOGNITION

SECTION 1. The City recognizes that the Lake City Employees Association has collectively chosen to retain Council 2 as their sole and exclusive representative in all Association business, as the Association deems necessary. All full-time and part-time benefited employees covered by the Lake City Employee's Association contract, regardless of their dues paying status, have the right to utilize or defer representative services at their discretion.

SECTION 2. The City and the Association agree to be bound by the terms and conditions of Coeur d'Alene Municipal Code Chapter 2.62.

SECTION 3 The City agrees to grant elected officials (president, vice-president, secretary, treasurer and e-board members) of the Association a combined maximum of two hundred (200) hours off with pay in any fiscal year to attend or represent the Association or LCEA at business functions (examples of approved hours are described in (b) Association Business Functions). Hours shall be documented on payroll time records under the appropriate payroll code.

Notice and Authorization of Association Representatives: The Association agrees to provide an updated list to the Deputy City Administrator and Human Resources of who is authorized to represent the Association in any matters outlined in this document. An "authorized representative" is one who is appointed or elected by the Association. Prior supervisor approval shall be obtained for

absences in accordance with department procedures from the work place. Absences from the work place and/or work duties of 15 minutes or more for the established Association activities and Association business functions require supervisor notification and approval. Such approval shall not be unreasonably withheld.

(a) Association Activities (authorized representatives can perform in paid status due to mutual interest to resolve issues):

The Association agrees to conduct activities outside the normal City and Department business hours when possible. The Employer agrees that during scheduled working hours, on the Employer's premises and without loss of pay, authorized representatives shall be allowed to consult with the Employer, his/her representative(s), LCEA represented employees or Council 2 representatives concerning contract questions and problem solving in an effort to resolve issues at the lowest possible level. The representatives agree to first receive the approval from their Department Head or designee and to carry out these activities at times which are the least disruptive to the work place and without disrupting the regular functions of the department. Approval is not automatic and may be withheld due to workload, project deadlines or other as determined by the supervisor.

Examples of activities are as follows:

- Process grievances;
- Participate in hearings as a direct participant, i.e. as a witness, LCEA authorized representative involved. Notification will be given to the department of those requested to attend. Witnesses are those people who are testifying or about to testify at the hearing;
- Attend Labor/Management meetings;
- Attend negotiation meetings (only main negotiators at the table that are representing the Association);
- Distribute Association literature;
- Transmit communications, authorized by the authorized representative, to LCEA represented employees, Employer or his/her representative(s).
- Miscellaneous conversations regarding employee contacts, interpretations of benefits, potential grievances or similar issues.

(b) Association Business Functions (elected officials of the Association receive a combined maximum of two hundred (200) hours off with pay in any fiscal year to attend or represent LCEA at Council 2 functions):

To insure adequate staffing, no more than ten percent (10%) of the employees in a department will participate in an association business function at one time. If a department has less than ten (10) employees, only one individual will be allowed to attend. Exceptions to the above limitations can be made by mutual agreement.

Example of business functions are as follows:

- Council 2 Conventions;
- Council 2 Executive Board Meetings/Training;

- Other functions that management agrees are beneficial to the City.

(c) Association Business:
The Association agrees to conduct Association business at times other than normal City business hours.

Examples of association business are as follows:
- General membership meetings;
- E-Board meetings;
- Elections.

ARTICLE 2 – NON-DISCRIMINATION

It is agreed that neither the City nor the Association shall discriminate in any way against any city employee or applicant for city employment because of race, color, religion, gender, national origin, age, sexual orientation, gender identity, veteran status, disability or any other applicable legally protected status.

ARTICLE 3 – RULES AND REGULATIONS

SECTION 1. It is agreed that the City shall inform the Association of any proposed changes to the Personnel Rules and Regulations at least ten (10) working days prior to consideration of such rule changes to the City Council. The City agrees to meet with the Association prior to Council action if so requested. Representatives of the Association shall be provided the opportunity to appear before the City Council to present the Association's views regarding proposed changes to the Personnel Rules and Regulations.

SECTION 2. It is further agreed that specific rules delineated in subsequent sections of the Agreement shall not be changed without the written consent of the Association.

ARTICLE 4 – SICK LEAVE

SECTION 1. It is agreed the sick leave policy contained in the Personnel Rules, which by reference is made a part hereof, applies to all employees except as follows:

A. Employees with less than 720 hours accrued sick leave shall receive four (4) hours of vacation for each fiscal year quarter in which they did not use any sick leave. To be eligible the employee must:

- Have fewer than 720 accrued hours for each month of the quarter;
- Work the entire quarter.

B. Upon reaching 720 hours of accrued sick leave, employees shall be eligible for the following compensation method of sick leave accrual.

Employees having accumulated seven hundred and twenty (720) hours of sick leave shall be paid for thirty-three and one/third percent (33 1/3%) of the excess leave forfeited on October 1 each year, and such payment shall be contributed directly into the employee's HRA VEBA plan.

Upon retirement from the City of Coeur d'Alene, employees will be paid for one-third (1/3) of their accrued sick leave balance at the date of retirement up to a maximum of two hundred forty (240) hours.

Grandfathered "Option Two": This previous option is only available to those employees who had selected Option Two prior to October 1, 2017, and are now grandfathered for this compensation method of sick leave accrual. Upon retirement from the City of Coeur d'Alene pursuant to the provisions of Idaho Code, the termination of an employee due to that employee's job being abolished, or the death of the employee, he/she or their beneficiary shall be paid for 35% of the employee's total accrued sick leave hours. For the purpose of computing compensation for accrued sick leave at retirement, sick leave shall be calculated as unlimited accrual, with City providing annual statement of banked sick leave hours to employee annually.

ARTICLE 5 – BEREAVEMENT LEAVE

In the event of a death in the immediate family of an employee or a possibility thereof, up to forty (40) hours of paid leave of absence shall be granted as time off with pay for the purpose of attending funeral services for the deceased relative and/or being in attendance at the relative's bedside.

Immediate family is defined as spouse, child, mother, father, legal guardians, brothers, sisters, grandparents, and grandchildren of either spouse. Child is defined as the biological, adopted, foster, stepchild, legal ward, or a child of an individual acting in the parent's stead.

Only time taken within thirty (30) days prior to or immediately following a death shall qualify as bereavement leave. An extension of such leave or time taken off for the illness of an immediate family member that does not result in death shall be charged to sick leave, vacation, and/or comp time as the employee requests in accordance with applicable policies. If an employee is on vacation or sick leave at the time bereavement occurs, bereavement leave shall be paid and time off shall not be charged to vacation or sick leave until bereavement leave is exhausted.

ARTICLE 6 – INJURY LEAVE

It is agreed that employees who incur an injury or illness on the job who are eligible for temporary time-loss payments under the Worker's Compensation Law (Idaho Code 72-301) who are temporarily unable to perform his/her normal duties, and who are also unable to perform light-duty work or for whom light duty work is not available, shall not have lost duty time deducted from his/her sick leave account for a period not to exceed six (6) months from the date of commencement and shall remain in paid status. All temporary time-loss payments received by the employee shall be

paid to the City as long as the employee is continuing to receive full base wages. Should the employee continue to be unable to return to work after six (6) months from the date of injury, the City shall begin to charge the employee's sick leave account the difference between his/her base wage and the amount of time loss payments received by the City; such payments shall be credited to the employee's sick leave account until the sick leave is exhausted or the employee is released for return to work. Accrued vacation leave may be used at the employee's discretion after sick leave is exhausted. It is further agreed that any employee in this program shall not accrue vacation or sick leave during their period of injury leave.

ARTICLE 7 – VACATION

SECTION 1. It is agreed the vacation leave policy contained in the Personnel Rules, which by reference is made a part hereof, applies with the following additions.

SECTION 2. The maximum accumulation of vacation will not exceed two hundred eighty (280) hours. Any employee with more than two hundred eighty hours of vacation leave as of October 1 (the first day of the City's fiscal year) shall utilize the excess leave before January 15 of the following calendar year, unless otherwise approved in writing by the Department Head and by the Human Resources Director.

ARTICLE 8 – HOLIDAYS

SECTION 1. It is agreed the holiday policy contained in the Personnel Rules, which is by reference made a part hereof, applies with the following additions.

SECTION 2. It is agreed that when an employee is required to work on a holiday, the eight (8) hours of holiday pay is also counted towards the employees worked hours for that workweek.

SECTION 3. It is agreed the Association will not observe the employee's birthday but will observe December 24th. If December 24th falls on a Saturday or Sunday, the preceding Friday shall be observed.

ARTICLE 9 – OVERTIME

It is agreed that all overtime shall be compensated in accordance with the Personnel Rules which by reference is made a part hereof. Holidays, approved vacation and comp-time are considered time worked for the purpose of determining overtime for hours worked in excess of forty (40) hours in a work period. Sick leave will be counted as hours worked only if it is pre-approved or if employee provides documentation from a certified health care professional.

ARTICLE 10 – WORK PERIOD

The designated work period shall be defined as seven (7) consecutive days beginning on Friday at midnight unless an alternate work period is established by the Department Head in accordance with Fair Labor Standards Act Regulations.

A. Regular Work Schedule. All full-time employees' work schedules shall provide for a fifteen (15) minute rest period during each half shift. All full-time employees will work forty (40) hours per week. Alternative work schedules shall be based upon a forty (40) hour work period and may consist of more than eight (8) hours per day. All overtime must be authorized in advance by the employee's supervisor.

B. If possible, a two week notice will be given when changing work schedules unless management deems it necessary due to a known absence of an employee for a minimum of twenty-eight days, or an employee attending training, or during an unforeseen business/activity, emergency or manpower shortage. The City of Coeur d'Alene will not modify employees' work schedules to avoid the payment of overtime pay unless the modification is by mutual agreement between the employer and the employee.

ARTICLE 11 – STANDBY DUTY & CALLBACK PAY

A. Definitions.

1) Standby Employee: An employee designated by their Department Head or Supervisor to be available, and required, to return to duty as quickly as possible in the interest of efficient and effective municipal operations. A standby employee is not eligible for call back pay.

2) Callback: Irregular or occasional work performed by an employee on a day when no work is scheduled or at a time that requires the employee to return to the place of employment from an off-duty status.

B. Standby. It is agreed that a standby employee shall be compensated based on the following rates:

1) Weekday Standby (M-F): .125 hours each required standby hour.
Example: 16 standby hours = 2 hours standby pay, 14 standby hours = 1.75 hours of standby pay.

2) Weekend (Sat.-Sun.) & Holidays Standby: .167 hours each required standby hour.
Examples:
- No scheduled work is 24 standby hours at .167 = 4 hours standby pay
- Scheduled eight hours is 16 standby hours at .167 = 2.75 hours standby pay.
- Scheduled three hours is 21 standby hours at .167 = 3.5 hours standby pay.

Standby pay:
- Shall be compensated at the rate of one and one-half hours regular pay or compensatory time off.
- Regularly scheduled hours are not considered standby compensable.
- Is rounded to the nearest quarter of an hour.
- When an employee is called out while on standby, compensation shall be

paid pursuant to the overtime rules in the Personnel Rules.

C. Callback. An employee called back to work outside of their scheduled work shift shall be compensated in the following manner:

- Paid a minimum of three (3) hours straight time or one and one-half (1.5) times their base rate for all hours worked, whichever is greater.
- Within one hour of scheduled work shift: employee does not qualify for call back pay and will work the total number of hours normally scheduled for the day or will be paid at the overtime rate for the hours worked in excess of their normally scheduled hours pursuant to the overtime rules in the Personnel Rules.
- Employees on adjusted work schedule: eligible for overtime pursuant to the overtime rules in the Personnel Rules for work in excess of 40 hours in a work period. Actual time worked will include credit for time spent from the time employee receives the callback until they complete the assignment.

ARTICLE 12 – EMPLOYEE TOOLS

Employee Responsibility/Intent: All City of Coeur d'Alene Street Department mechanics recognize at the time of employment that they are required to maintain a supply of hand tools for their related position and job duties.

Breakage and Wear: The City of Coeur d'Alene agrees to replace or repair such tools with same or like quality tools if the broken or worn parts are turned in.

Consumable Tools: The City of Coeur d'Alene will replace broken consumable tools such as, drill bits, taps and dies, easy outs, carbide burrs, etc.

Tool Inventory: It is the employee's responsibility to supply to the City of Coeur d'Alene Finance Director a complete up-to-date inventory of all current personal tools used by the employee in the course of their duties. The City of Coeur d'Alene will require all current and future Street Department mechanics to supply a current up-to-date tool inventory list at the beginning of employment. These personal tools are stored by the employees at the Street Department shop facility. The employees will be responsible to supply the City of Coeur d'Alene a revised, up-to-date, inventory list twice yearly. The employee may, at any time, update their tool inventory list at their discretion. The employee must keep a copy of the original and any revisions. The City of Coeur d'Alene will not be responsible for the repair or replacement of any tool covered under this tool policy that has not been identified by the employee on the current supplied inventory list. To verify the employee's inventory, the City of Coeur d'Alene, may at any time, see the need for an occasional inspection of an employee's tool list to ensure the credibility of the inventory. An unbiased observer shall be present at the time of the inspection. If any tool is not available on request at the time of the inspection, the employee has twenty four (24) hours to show ownership and make the tool available for verification. The personal inventory must be signed and dated by the employee and any revisions that follow.

Tool Insurance: Fire and theft insurance shall be the responsibility of the City of Coeur

d'Alene.

ARTICLE 13 – INSURANCE COVERAGE

SECTION 1. It is agreed that the CITY shall provide a medical insurance program for the employees and their eligible dependents during the term of this Agreement. One hundred (100%) of the employee's health insurance premium will be borne by the City for single employee plan coverage only. Employees shall pay a minimum of 10% of the total employee selected medical insurance premium when including IRS eligible dependents on the medical plan and when premiums change, the employee shared premium adjustment will be made accordingly.

Currently, the City's medical plan renewal is on October 1 of each Fiscal Year. If premium increase quotes from the insurance companies are greater than 5% over the previous year, the City will cover the initial 5%, the employee will be responsible for the next 2% and if the premium is above 7%, the following will be implemented in an attempt to reduce the increase in premium cost:

1. The City is authorized to increase the medical plan co-pays by an amount not to exceed $5.00 per visit each fiscal year.
2. If the co-pay increase for emergency room, doctor's visits or prescriptions is not sufficient to reduce the premium increase cost to the City to 5% or less, the City shall also increase the employee responsibility to 25% of the premium net increase.
3. If this does not reduce the City's responsibility of the premium increase to 5% or less, the medical insurance review committee, hereafter referred to as "Committee," will be "activated". The Committee will review possible changes or alternate plans. The medical plan and the employee contributions amount will stay the same until completion of the Committee review and final decision.
4. Any savings in premiums greater than 2% of the previous year's premium will be reallocated through the HRA/VEBA to all regular full-time employees.

The Committee shall consist of four members. There shall be one member from each of the following four employee groups: Lake City Employee's Association, Fire Union, Police Association, and exempt employees. The members shall be selected by their respective employee group and shall be active dues paying members where applicable. Each Committee member has one (l) vote. The Committee's goal is to work in good faith to research options which may reduce or maintain the medical premiums and/or options which may increase the employee's contribution toward the total family premium such that the total family premium cost increase to the City is 5% or less over the previous year. A decision by the Committee shall be made by September 1st of the year in which the Committee is activated. The decision reached will be implemented October 1st. If consensus is not reached or the Association does not agree with the majority, this Agreement will reopen immediately for negotiations relative to compensation including wages, Health Reimbursement Arrangement HRA/VEBA, Medical Insurance, and other insurance benefits, and the Association agrees to work in a good faith effort with the City to reach an agreement on or before September 30th.

SECTION 2. If an employee elects to opt out of the City's medical insurance plan, the employee's premium on the selected medical insurance plan that the City would have paid for single coverage will be placed in the employee's HRA/VEBA plan. Proof of other medical insurance, not

provided by the City, must be provided by the employee.

SECTION 3. An employee who retires from the City of Coeur d'Alene pursuant to the provisions of Idaho Code may elect to remain on the City's medical and dental insurance plan until that employee becomes eligible for Medicare or Medicaid. Such election must be made as prescribed by federal law at the time of the employee's retirement. Employees who so elect shall be responsible for paying the applicable premium on or before the first day of each month in order to continue receiving this benefit. Any employee who elects to terminate his/her medical insurance coverage or who fails to make timely premium payment shall not be allowed to re-enroll. No new dependents may be added to the employee's coverage following retirement. The employee may elect to have the premiums paid from funds which the employee is entitled to receive under Grandfathered "Option Two" of Article 4, Section 1(B), until such time as their sick leave accrual funds are exhausted.

SECTION 4. Effective October 1, 2018, the City will contribute $160.00 per month to the employee's HRA/VEBA.

SECTION 5. It is agreed that the City shall contribute one hundred percent (100%) and maintain and/or enhance the current level of benefits for the premium for dental insurance for the employee and their eligible dependents during the term of this Agreement.

SECTION 6. The City agrees to contribute One Thousand Dollars ($1,000) annually for an individual employee deductible and Two Thousand Dollars ($2,000) annually for an employee family deductible into the employee's HRA/VEBA plan. The contribution will be deposited into the employee's HRA/VEBA plan on a monthly basis with the applicable deductible contribution divided by the applicable months of eligible coverage.

ARTICLE 14 – LIFE AND DISABILITY INSURANCE

SECTION 1. It is agreed that the City will provide life insurance for employees and dependents as follows:

Employee Life Insurance	$50,000
Dependent Life Insurance	$ 1,000
Accidental Death & Dismemberment Insurance - Employee Only	$50,000

SECTION 2. It is agreed that the City will provide disability insurance for employees which would provide a disabled employee a minimum of sixty (60%) percent of base pay up to the Social Security normal retirement age after sixty (60) days lost time. All accrued sick leave shall be used before insurance compensation begins. It is understood and agreed that affected employees could receive pro-rated vacation leave benefits, if available from the employee's vacation leave account, to maintain base wages after insurance payments begin. It is not the intent of this section to provide the employee with any benefit that would result in the employee being compensated in any manner in excess of 100% of the employee's base wages. No vacation or sick leave shall accrue after sixty (60) days of absence.

ARTICLE 15 – WAGES

SECTION 1. Effective October 1, 2018, the wage level established for the following classifications are represented by the Lake City Employees Association:

CLASSIFICATION & LEVEL

Building Inspector/Plans Examiner	12
Permit Technician	8
Building Inspector	12
Senior Building Inspector	14
Engineering Technician	11
Public Works Field Inspector	12
Lead Utility Billing Specialist	9
Accounting Specialist	10
Utility Billing Specialist	8
Department Specialist	5
Customer Service Support Specialist	8
Administrative Assistant	10
Community Trails Coordinator	10
Custodian	4
Lead Maintenance Worker	10
Maintenance Worker (Parks & Building)	9
Irrigation Tech./Lead Maint. Worker	10
Urban Forester	11
Assistant Planner	12
Associate Planner	13
Planning Technician	9
Recreation Monitor	8
Recreation Program Coordinator	11
Field Supervisor	12
Lead Field Worker	11

Lead Traffic Tech./Electrician	12
Heavy Equipment Operator	10
Street Maintenance Worker	8
Mechanic	11
Shop Supervisor	13
Chief Wastewater Operator	14
Collection Operator I	8
Collection Operator II	10
Collection Operator III	11
Collection Supervisor	14
Compost Lead Operator	11
Compost Facility Operator	10
Laboratory Analyst	11
Laboratory/Pretreatment Supervisor	15
Wastewater Maintenance Mechanic	11
Wastewater Field Inspector	12
Wastewater Operator III	12
Wastewater Operator II	10
Wastewater Operator I	8
GIS Technician	10
Utility Supervisor	12
Utility Operator	9
Utility Maintenance Worker	8
Senior Utility Operator	10

NOTE: Any updates in classifications and compensation are subject to council approval.

SECTION 2. It is agreed that pay increases will occur as follows with standard or above performance evaluations: five (5%) percent increase at 1 year; five (5%) percent increase at year two; five (5%) percent increase at year three; five (5%) percent increase at year four; five (5%) percent increase at year five; two and a half (2.5%) at year six; two and a half (2.5%) percent increase at year seven; two and a half (2.5%) at year eight; two and a half (2.5%) percent increase at year nine.

The Lake City Employee Association accepts the wage schedule in this Article 15 for the

duration of this contract. Employees who do not reach the maximum of the wage range after receiving all eligible service time increases shall continue to be reviewed annually and receive a five (5%) percent increase until maximum wage of the classification is reached as long as the overall performance evaluation is rated as standard or above.

1 year	2 years	3 years	4 years	5 Years	6 Years	7 Years	8 Years	9 Years
5% Increase	5% Increase	5% Increase	5% Increase	5% Increase	2.5% Increase	2.5% Increase	2.5% Increase	2.5% Increase

SECTION 3. Effective October 1, 2018, and in each of the subsequent five (5) years of the contract, the City will provide a cost of living increase of 2.5% .

SECTION 4. All promotions will receive a ten (10%) percent increase not to exceed the classification wage maximum and shall be at least equal to the minimum rate of the appropriate wage level upon appointment. Credit for City service shall stay in effect when determining eligibility for additional increases based on the service time wage increase sequence in Section 2 of this Article. Increases must be at least twelve (12) months apart.

SECTION 5. SHIFT DIFFERENTIAL: In addition to the established wage rates, the employer shall pay an hourly premium for the following: All hours worked on a regular scheduled shift beginning between 3:00 p.m. and 12:00 midnight shall be paid an additional twenty-five cents ($.25) per hour. All hours worked on a regular scheduled shift beginning between 12:00 midnight and 3:59 a.m. shall be paid an additional fifty cents ($.50) per hour.

SECTION 6. EDUCATIONAL INCENTIVE PAY: It is agreed that employees who earn or who have earned degrees from accredited colleges outside the City's tuition reimbursement program/plan that is not a requirement of the position shall be paid the following which is in addition to base wage:

Associates Degree	.19/hour
Bachelor's Degree	.37/hour
Master's Degree	.47/hour

SECTION 7. LICENSE/CERTIFICATION PREMIUMS. It is agreed that employees shall be eligible for additional compensation when attaining a license and/or certification on October 1, 2018 or thereafter and maintaining the license and/or certification in accordance with the following:

As of October 1st 2018, the following conditions apply:

1. Licenses/certificates: Employee must obtain written prior approval by the Department Head.
2. The licenses/certifications must be applicable to the work performed by the department and shall not be a requirement included in the employee's position classification.
3. Licenses and/or certifications set forth as a minimum requirement in a position classification are not eligible for this premium.
4. Only regular benefited, non-probationary employees are eligible.

5. The premiums are one time payouts and the amount determined by the category is paid for each certification received.
6. The employee requesting any premium will provide necessary documentation to the Department Head for review to determine eligibility. The Department Head will forward approval to Human Resources for the one-time wage premium compensation. If a license/certification is not listed below, consideration for approval of additional licenses/certifications will be provided to the Department Head and Human Resources Director.
7. The examples are illustrative only and licenses/certifications are not limited to the list below:

Eligible licenses/certifications

Category I - $150.00
(Requires 25 hrs or less prep time on or off work)
Permit Tech-(ICC)
Landscape Tech
Softscape Installation
Hardscape Installation
Turf Maintenance
Irrigation Installation
Flagger Certification
Commercial Driver's License –Class "B"

Category II - $250.00
(Requires 25 to 45 hrs prep time on or off work)
Backflow Certification
Playground Safety Inspection Certification
Certified Arborist
Plumbing Inspector-(ICC)
Electrical Inspector-(ICC)
Fire Inspector I-(ICC)
Fire Inspector II-(ICC)
Residential Plans Examiner-(ICC)
Mechanical Inspector Residential-(ICC)
Building Inspector Residential-(ICC)
Road Scholar Certification Program
Pesticide Applicators License
Commercial Drivers License--Class "A"

Category III - $300.00
(Requires 45 to 80 hrs prep time on or off work)
Class II Treatment or Lab Analyst-(license)
Class II Collection or Distribution-(license)
Accessibility Inspector-(ICC)
Building Inspector Commercial-(ICC)

Mechanical Inspector Commercial-(ICC)
Plans Examiner IBC-(ICC)
Road Master Scholar Certification Program

Category IV - $500.00
(2 yrs of post High School Education, 4 yrs related experience, 2 yrs of supervising personnel and successfully pass the required test)
Traffic Control Professional Technician
Class III Treatment of Lab Analyst-(license)
Class III Collection or Distribution-(license)

Category V – $600.00
(4 yrs of post High School Education, 4 yrs related experience, 2 yrs of supervising personnel and successfully pass the required test)
American Institute of Certified Planners (AICP) Certification
Class IV Treatment or Lab Analyst-(license)
Class IV Collection or Distribution-(license)

ARTICLE 16 – DUES DEDUCTION

The City shall remit on or before the first day of the following month at the place and address directed in writing by the Association, Association dues which are withheld from the pay of requesting employees. Requesting employees shall file a written authorization approving the deduction and remittance from their pay for said dues.

ARTICLE 17 – TUITION REIMBURSEMENT PROGRAM

The City agrees to reimburse employees at the in-state undergraduate tuition rates for public education institutions in Idaho. Reimbursement of the cost of tuition and/or registration fees will be one-hundred percent (100%) with an "A" or "B" grade and eighty (80%) percent with a "C" grade for any courses approved in advance by the Human Resources Director. Courses need to be directly related to the employee's present position or expected promotional position, but which courses are not required by the City and are attended upon the employee's personal volition.

Due to budget limitations and available funds, the City may not be able to approve all tuition reimbursement requests. All books, supplies and travel expenses shall be paid by the employee and the approved courses shall be taken outside of regularly scheduled working hours of the employee. If an employee voluntarily separates from the City's employment within two years of receipt of tuition reimbursement, he/she agrees to reimburse the City in full for the total amount of tuition reimbursement paid by the City to the employee.

The City shall budget $5,000 for fiscal year 2018-2019, $6,000 for fiscal year 2019-2020, $7,000 for fiscal year 2020-2021, $8,000 for fiscal year 2021-2022 and $9000 for fiscal year 2022-2023 for the potential reimbursement of LCEA employees for this program. Human Resources shall administer this program in accordance with practices and procedures established by the City Council.

ARTICLE 18 – BINDING AGREEMENT

This agreement and all exhibits hereto embody the entire agreement of the parties for the term set forth in the Preamble.

ARTICLE 19 – SEVERABILITY

If an article, or portion thereof, of this Agreement is found to be in conflict with any statute or regulation of the United States or the State of Idaho, by a court of competent jurisdiction, such articles, or portions of articles, shall be deemed null and void and of no further effect. However, such articles or portions of articles shall be severable from the remainder of this Agreement, and all other provisions hereof shall continue in full force and effect. The parties agree immediately to negotiate a substitute for invalidated Article, Section or portion thereof.

ARTICLE 20 – CLASSIFICATION REQUIRED CERTIFICATION

It is agreed that when a classification required certification or certification renewal is approved for payment, the City will pay the certification provider the incurred cost one time only. Therefore, if the employee is not successful in obtaining the certification during the initial process or not successful in the renewal process, any further cost is at the employee's expense.

ARTICLE 21 – JOB DESCRIPTIONS

All essential job duty changes that would increase/decrease responsibility level of the position or changes to the acceptable experience and training or special qualifications to any LCEA Represented classifications/job descriptions shall be presented to the LCEA Executive Board prior to implementation for their review and comments.

City of Coeur d'Alene

_____
Steve Widmyer, Mayor

ATTEST:

_____
Renata McLeod, City Clerk

Lake City Employees Association (LCEA)

_____
Nick Goodwin, LCEA President

_____
Jason Hendricks, LCEA Vice-President

ACKNOWLEDGED BY:

_____

Gordon Smith, Council 2

City of
Coeur d'Alene
IDAHO

FINANCE DEPARTMENT

710 E. Mullan Avenue
Coeur d' Alene, Idaho 83814
(208)769-2225 - FAX (208)769-2284
www.cdaid.org

STAFF REPORT

Date: September 18, 2018

From: Vonnie Jensen, Comptroller

Subject: Amendment to the 2017-2018 Fiscal Year Appropriations (Budget)

Decision Point:
To approve Council Bill 18-1023 to amend the Fiscal Year 2017-18 Budget by a total of $13,571,995.

History:
The City Council annually amends the original appropriations ordinance for unanticipated expenditures.

Financial Analysis:
Idaho code allows the City Council at any time during the current fiscal year to amend the appropriations ordinance to reflect the receipt of revenues and/or the expenditure of funds that were unanticipated when the ordinance was adopted. The City each year adopts an amendment or amendments to the appropriation's ordinance.

Performance Analysis:
The budget amendment shows increases in expenditures due to carryovers of projects, State grants received, purchase of the Atlas Mill Site, and Memorial Park expenditures. Additional revenues of $692,431 are projected to be received in the General Fund to cover the increased expenses for the fiscal year, $150,000 is coming from transfers in from other funds, and $1,087,680 is coming from designated fund balance. $7,700,000 is coming from the Wastewater Cap Fees funds to the Capital Projects Fund for the purchase of the Atlas Mill Site. $471,000 is coming from the County for the shared use parking lot and $1,725,000 is coming from ignite for improvements to Memorial Park.

Decision Point:
To approve Council Bill 18-1023 to amend the Fiscal Year 2017-18 Budget by a total of $13,571,995.

CITY OF COEUR D'ALENE
FISCAL YEAR 2017-18 BUDGET AMENDMENT

General Fund Revenue Projections

	FY 17-18 BUDGETED	FY 17-18 PROJECTED	Projected Increase
TAXES			
CURRENT YEAR	19,770,180	19,770,180	0
FEES & LICENSES			
CABLE TV	390,000	390,000	0
NATURAL GAS	926,409	926,409	0
ELECTRICITY	2,181,456	2,181,456	0
BUSINESS LICENSES	97,000	97,000	0
BUILDING INSPECTION	1,373,447	1,627,561	254,114
MECHANICAL INSPECTION	100,000	100,000	0
STORMWATER REVIEW	25,000	25,000	0
PLUMBING INSPECTION	175,000	240,000	65,000
ENCROACHMENT PERMITS	25,000	25,000	0
ELECTRICAL PERMITS	55,000	55,000	0
BUSINESS PERMITS	41,500	41,500	0
BURN PERMITS	400	400	0
SIGN PERMITS	20,000	20,000	0
ANNEX/ZONING FEES	22,000	22,000	0
FIRE DEPT PERMITS	65,000	125,000	60,000
TOTAL FEES AND LICENSES	5,497,212	5,876,326	379,114
INTERGOVERNMENTAL			
LIQUOR	1,188,679	1,188,679	0
HIGHWAY USER	2,162,159	2,337,159	175,000
REVENUE SHARE	2,561,582	2,631,582	70,000
SALES TAX	1,066,036	1,066,036	0
HIGHWAY DIST	575,000	620,000	45,000
KOOTENAI CNTY EMSS	1,640,150	1,640,150	0
FEDERAL GRANT	121,939	121,939	0
STATE GRANT		23,317	23,317
SCHOOL RESOURCE OFFICER	455,816	455,816	0
COST OF PROSECUTION (THRU CNTY)	2,500	2,500	0
OTHER INCOME (THRU CNTY)	30,000	30,000	0
TOTAL INTERGOVERNMENTAL	9,803,861	10,117,178	313,317
SERVICES			
BID SPECS	800	800	0
FEES FOR DOCUMENT PREP	500	500	0
POLICE	21,650	21,650	0
FIRE	12,000	12,000	0
BILLING SERVICES	11,000	11,000	0
PARKING PERMITS	2,000	2,000	0
RECREATION	275,000	275,000	0
PRINTING AND PHOTOCOPYING	750	750	0
MAP/CODE BOOKS	100	100	0
TOTAL SERVICES	323,800	323,800	0

CITY OF COEUR D'ALENE
FISCAL YEAR 2017-18 BUDGET AMENDMENT

	FY 16-17 BUDGETED	FY 16-17 PROJECTED	Projected Increase
FINES/FORFEITS			
DISTRICT COURT	250,000	250,000	0
PEN/ INTEREST ON PROP TAXES	100,000	100,000	0
PARKING	3,000	3,000	0
RESTITUTION	200	200	0
DRUG TASK FORCE			0
LATE FEE ON UTILITY BILLS	41,000	41,000	0
ANIMAL CITATION FINES	14,000	14,000	0
ORDINANCE VIOLATIONS			0
NSF CHECK FEES	1,200	1,200	0
TOTAL FINES AND FORFEITS	409,400	409,400	0
INTEREST EARNINGS			
INTEREST EARNINGS	65,000	65,000	0
MISCELLANEOUS			
SURPLUS SALE	30,000	30,000	0
RENTS & ROYALTIES	23,000	23,000	0
CDA TV DONATIONS		0	0
OTHER	15,000	15,000	0
TOTAL MISCELLANEOUS	68,000	68,000	0
TRANSFERS			
INTERFUND TRANSFER	1,634,789	1,634,789	0
TRANSFERS IN	827,200	977,200	150,000
			0
TOTAL TRANSFERS	2,461,989	2,611,989	150,000
DESIGNATED FUND BALANCE	30,710	1,118,390	1,087,680
FUND BALANCE			0
TOTAL FUND BALANCE	30,710	1,118,390	1,087,680
TOTALS	38,430,152	40,360,263	1,930,111

CITY OF COEUR D'ALENE
FISCAL YEAR 2017-18 BUDGET AMENDMENT

SUMMARY	FY 17-18 BUDGETED	FY 17-18 PROJECTED	Projected Increase
Property Taxes	$ 19,770,180	$ 19,770,180	0
Fees and Licenses	5,497,212	5,876,326	379,114
Intergovernmental	9,803,861	10,117,178	313,317
Services	323,800	323,800	0
Fines and Forfeits	409,400	409,400	0
Interest	65,000	65,000	0
Miscellaneous	68,000	68,000	0
Interfund Transfer	2,461,989	2,611,989	150,000
Beginning Balance	30,710	1,118,390	1,087,680
TOTAL GENERAL FUND	$ 38,430,152	$ 40,360,263	$ 1,930,111

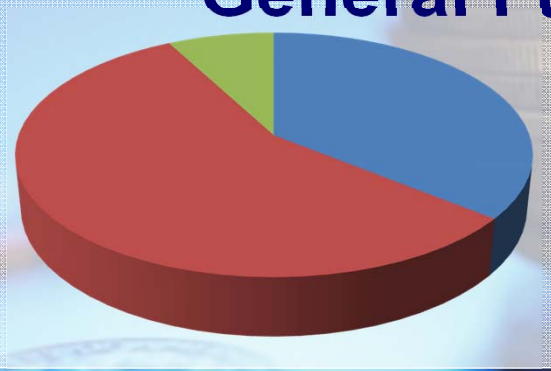
General Fund - Added Expenses	Cost
Police Dept - Grants - Overtime from the State	16,862
Police Dept - Law Enforcement Liason Grant	11,840
Police Dept - 2015 DJ-BX-0429 Byrne Grant	19,952
Police Dept - Strategic Prevention Framework Grant	10,000
Police Dept - Increase to Travel & Training per Contract re: Tuition Reimb from previous year	8,104
Police Dept - Bulletproof Vest Grant	6,227
General Government - Transfer to Parks Capital Avista Payment for Waterfront Improvements	7,198
Fire Dept - Retirement Vacation and Sick Payouts	79,050
Fire Dept - Constant Manning	98,210
Fire Dept - Fire Station #4	69,000
Fire Dept - GO Bond	212,130
Fire Dept - IBHS Grant for ITRT Tracking System	5,250
General Government - City Hall Remodel	798,000
General Government - Transfer to Atlas Mill Site	425,000
General Government - interest on loan from Wastewater Operating Fund	33,000
General Government - Transfer to Street Lighting Fund	30,000
Engineering - Overlay Carryover from FY 16-17	51,248
Parks - R/M Building - Armory Building Refurbish	2,200
Parks - R/M Ground - pump motor replacement at Bluegrass	2,840
Recreation - Sunset Lighting Project	44,000
	$ 1,930,111

CITY OF COEUR D'ALENE
FISCAL YEAR 2017-18 BUDGET AMENDMENT

Other Funds - Added Expenses	**Cost**
Library - golf cart - Funded through Library Foundation	8,495
Library - FabSlam grant, Ready, Set Drone grant & Eat, Play Grow Grant	7,965
Library - 33 - 2007 Mini-desktop computers replaced due to Spectre/Meltdown vulnerabilities	22,787
Street Lighting Fund - City Relight Phase 2 LED lights	35,900
Atlas Mill Site Traffic Study	43,900
Atlas Mill Site Purchase	7,743,412
Atlas Mill Site - import fill and earth works	328,000
Atlas Mill Site - interest on loan from Wastewater Cap Fee Fund	54,000
Impact Fees - Atlas Mill Site Traffic Study	43,900
Capital Projects - Garden Avenue Signal	191,593
Sanitation Fund - Transfer to General Fund for Street Wear	157,932
Drainage Fund - Memorial Park	24,100
Parking Fund - parking equipment and cameras at parking garage	301,000
Parking Fund - Transfer to General Fund for Police Ambassador Program	45,000
Parking Fund -Garden Avenue Shared Use Parking Lot - County Funded	471,000
Parks Capital Improvements Fund - Memorial Park - partially ignite funded	1,430,900
Parks Capital Improvements Fund - Memorial Park Restrooms - ignite funded	245,000
Parks Capital Improvements Fund - Skateboard Park	50,000
Parks Capital Improvements Fund - Trail Realignment - Hubbard/River - NIC funded	228,000
Parks Capital Improvements Fund - Centennial Trail Seal Coat Grant	209,000
	$ 11,641,884

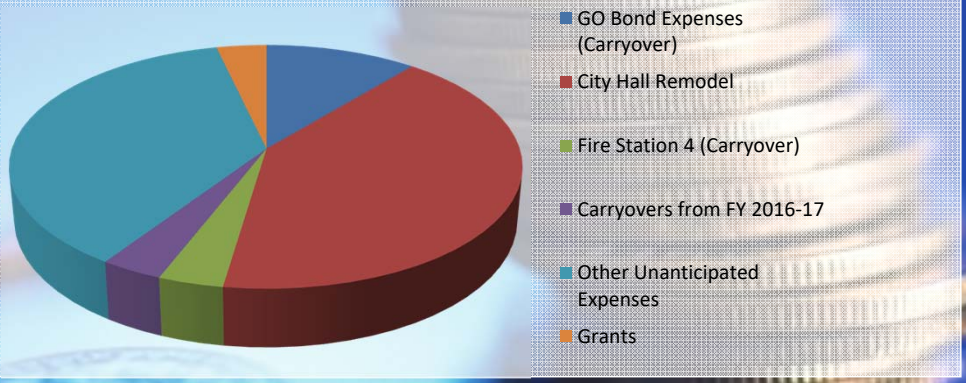
2017-2018 Budget Amendment Presentation

Additional Revenues General Fund



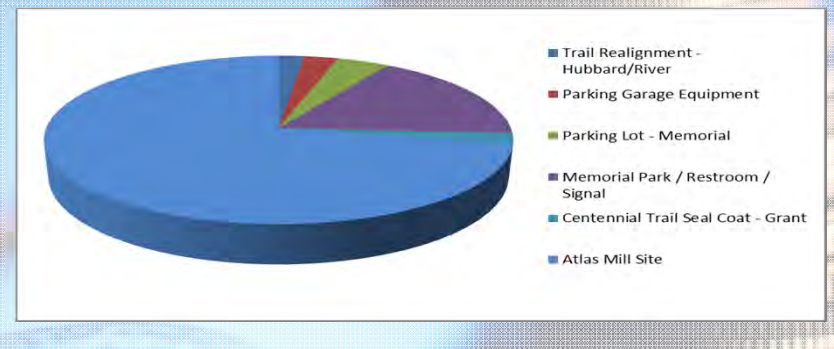
General Fund Additional Expenses	
Police & Fire Department Grants	$70,131
GO Bonds Carryover	$212,130
Fire Station 4 Carryover	$69,000
City Hall Remodel Carryover	$798,000
Other Carryovers	$66,550
Fire Department – Constant Manning & Retirement Payouts	$177,260
Transfer to Atlas Mill Site Capital Project	$458,000
Transfer to Street Lighting Fund	$30,000
Recreation – Sunset Lighting Project	$44,000

Additional Expenses General Fund



Other Funds - Additional Expenses	
Library – grants and computers	$39,247
Street Lighting – Relight Phase 2 – LEDs	$35,900
Atlas Mill Site – Purchase & improvements	$8,169,312
Memorial Park – Park, Signal, Drainage, Restrooms and Trail Realignment	$2,119,593
Parking – Garden Ave Shared Use Lot	$471,000
Parking – Equipment for Garage	$301,000
Sanitation Fund transfer for Street Wear	$157,932
Parking–transfer for Ambassador Program	$45,000
Parks Capital – Skateboard Park	$50,000
Parks Capital – Centennial Trail Grant	$209,000

Additional Expenses Other Funds




Questions?

ORDINANCE NO. 3619
COUNCIL BILL NO. 18-1023

AN ORDINANCE AMENDING ORDINANCE 3588, THE ANNUAL APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017 APPROPRIATING THE SUM OF ~~$89,467,942~~ $103,039,937, WHICH SUM INCLUDES ADDITIONAL MONIES RECEIVED BY THE CITY OF COEUR D'ALENE IN THE SUM OF $13,571,995; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDE FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND PROVIDING AN EFFECTIVE DATE HEREOF.

BE IT ORDAINED, by the Mayor and City Council of the City of Coeur d'Alene, Kootenai County, Idaho:

Section 1

That Section 1 of Ordinance 3588, Ordinance of the City of Coeur d'Alene, be and the same is hereby amended to read as follows:

That the sum of ~~$89,467,942~~ $103,039,937, be and the same is hereby appropriated to defray the necessary expenses and liabilities of the City of Coeur d'Alene, Kootenai County, Idaho, for the fiscal year beginning October 1, 2017.

Section 2

That Section 2 of Ordinance 3588; Ordinances of the City of Coeur d'Alene be and the same is hereby amended to read as follows:

That the objects and purposes for which such appropriations are made are as follows:

GENERAL FUND EXPENDITURES:		
Mayor and Council	$244,736	
Administration	380,413	
Finance Department	1,205,224	
Municipal Services	1,788,550	
Human Resources	311,711	
Legal Department	1,197,425	
Planning Department	717,644	
Building Maintenance	515,303	
Police Department	13,584,525	13,637,558
Drug Task Force	30,710	

Byrne Grants		19,952
COPS Grant	121,939	
Fire Department	9,709,001	10,172,641
General Government	105,900	1,399,098
Engineering Services	341,086	392,334
Streets/Garage	4,440,952	
Parks Department	2,102,365	2,107,405
Recreation Department	756,075	800,075
Building Inspection	876,593	
TOTAL GENERAL FUND EXPENDITURES:	$38,430,152	$40,360,263
SPECIAL REVENUE FUND EXPENDITURES:		
Library Fund	$1,618,412	$1,657,659
Community Development Block Grant	384,049	
Impact Fee Fund	745,000	$788,900
Parks Capital Improvements	146,500	2,309,400
Annexaation Fees Fund	398,240	
Cemetery Fund	294,307	
Cemetery Perpetual Care Fund	157,000	
Jewett House	25,855	
Reforestation/Street Trees/Community Canopy	107,000	
Public Art Funds	443,500	
TOTAL SPECIAL FUNDS:	$4,319,863	$6,565,910
ENTERPRISE FUND EXPENDITURES:		
Street Lighting Fund	$639,720	675,620
Water Fund	10,027,434	
Wastewater Fund	22,784,368	
Water Cap Fee Fund	866,000	
WWTP Cap Fees Fund	2,200,000	
Sanitation Fund	3,500,806	$ 3,658,738
City Parking Fund	354,846	1,171,846
Drainage Fund	1,267,818	1,291,918
TOTAL ENTERPRISE EXPENDITURES:	$41,640,992	$42,675,924
FIDUCIARY FUNDS:	$2,957,754	
CAPITAL PROJECTS FUNDS:	1,237,000	$9,597,905
DEBT SERVICE FUNDS:	882,181	
GRAND TOTAL OF ALL EXPENDITURES:	$89,467,942	$103,039,937

Section 3

All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Section 4

This ordinance shall take effect and be in full force upon its passage, approval and publication in one (1) issue of the Coeur d'Alene Press, a newspaper of general circulation published within the City of Coeur d'Alene and the official newspaper thereof.

APPROVED by this Mayor this 18th day of September, 2018.

_____
Steve Widmyer, Mayor

ATTEST:

_____
Renata McLeod, City Clerk

SUMMARY OF COEUR D' ALENE ORDINANCE NO.

ANNUAL APPROPRIATION AMENDMENT FOR FISCAL YEAR 2017 - 2018

AN ORDINANCE AMENDING ORDINANCE 3588, THE ANNUAL APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017 APPROPRIATING THE SUM OF ~~$89,467,942~~ $103,039,937, WHICH SUM INCLUDES ADDITIONAL MONIES RECEIVED BY THE CITY OF COEUR D'ALENE IN THE SUM OF $13,571,995; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH AND PROVIDING A SEVERABILITY CLAUSE. THE ORDINANCE SHALL BE EFFECTIVE UPON PUBLICATION OF THIS SUMMARY. THE FULL TEXT OF THE SUMMARIZED ORDINANCE NO. _IS AVAILABLE AT COEUR D'ALENE CITY HALL, 710 E. MULLAN AVENUE, COEUR D'ALENE, IDAHO 83814 IN THE OFFICE OF THE CITY CLERK.

Renata McLeod, City Clerk

STATEMENT OF LEGAL ADVISOR

I, Randy Adams, am a Deputy City Attorney for the City of Coeur d'Alene, Idaho. I have examined the attached summary of Coeur d'Alene Ordinance No. , Annual Appropriation Amendment for Fiscal Year 2017 - 2018, and find it to be a true and complete summary of said ordinance which provides adequate notice to the public of the context thereof.

DATED this 18th day of September, 2018.

_____

Randy Adams, Chief Deputy City Attorney

CITY COUNCIL
STAFF REPORT

FROM: MIKE BEHARY, ASSOCIATE PLANNER

DATE: SEPTEMBER 18, 2018

SUBJECT: ZC-3-18 ZONE CHANGE FROM R-12 TO C-17L

LOCATION: +/- .67 ACRE PARCEL LOCATED AT 925 EMMA AVENUE

APPLICANT/OWNER:
Melrose Properties LLC
2100 Northwest Blvd, Suite 350
Coeur d'Alene, ID 83814

DECISION POINT:
The applicant is requesting approval of a zone change from R-12 to C-17L zoning district.

PLANNING COMMISSION:
At their regular monthly meeting on August 14, 2018, the Planning Commission unanimously recommended approval for the zone change request.

BACKGROUND INFORMATION:
The subject property is currently occupied by a duplex that is located toward the front of the parcel. The rear portion of the subject property is vacant. The property to the east is occupied by North Idaho's VA Medical Clinic. The applicant has indicted that they are in communication and negotiations with the VA about the expansion of the VA's Medical Clinic parking lot from the adjacent parcel onto the subject site.

The VA Clinic to the east of the subject site is the only medical clinic that serves veterans from the northern five counties. The applicant has indicated that the VA has been growing and their parking area is of concern for them. The applicant has indicated that the timing of this zoning request is driven by the VA's desire to expand their parking lot. The applicant has indicated that the vacant part of their property could accommodate the parking need for the VA Clinic.

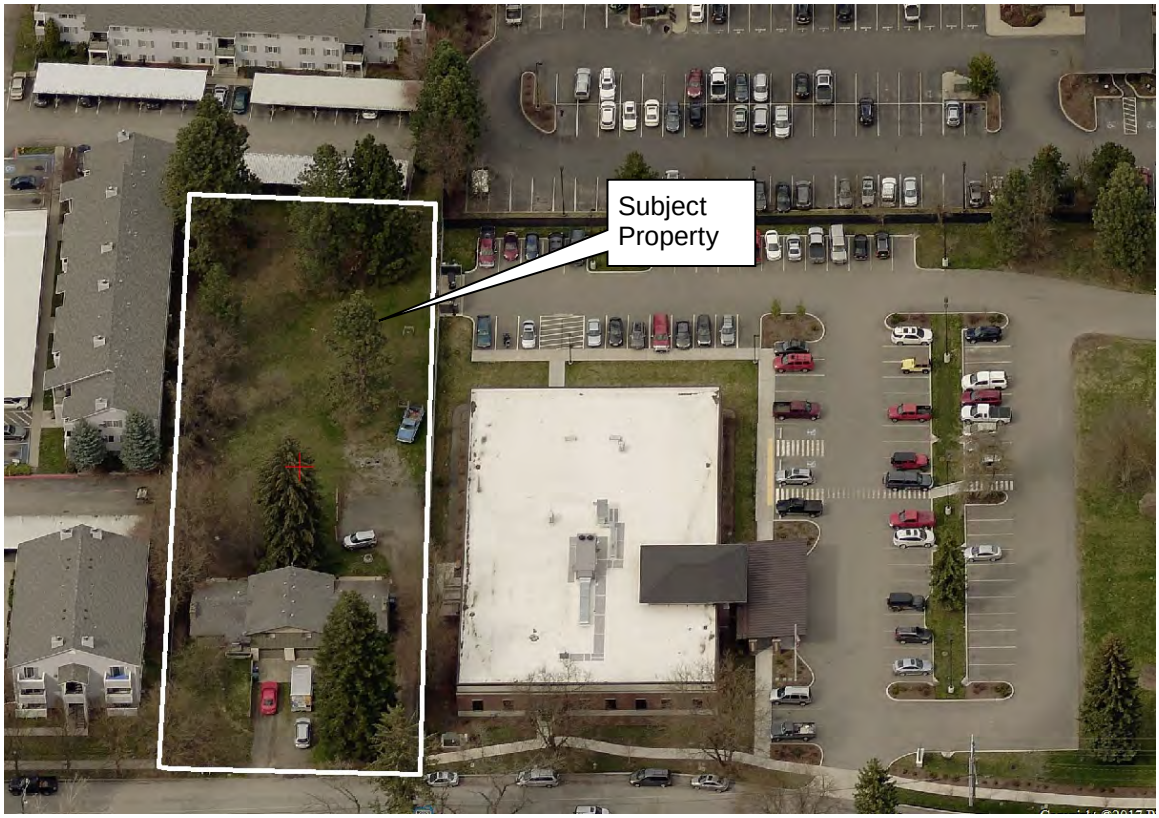
The VA Medical Center to the east of this site is zoned C-17L. The Kootenai Health Medical Facility is also zoned C-17L and that facility is in the vicinity and is located to the north and east of the subject site. The property located adjacent to the north and west of the subject site is zoned R-17 and have multi-family use located on it.

However, it should be noted that if the parking lot proposal between the applicant and the VA Medical Center does not materialize, then any of the uses that are permitted in the C-17L would be allowed at this site. *See full list of uses allowed in the C-17L on page14.*

LOCATION MAP:

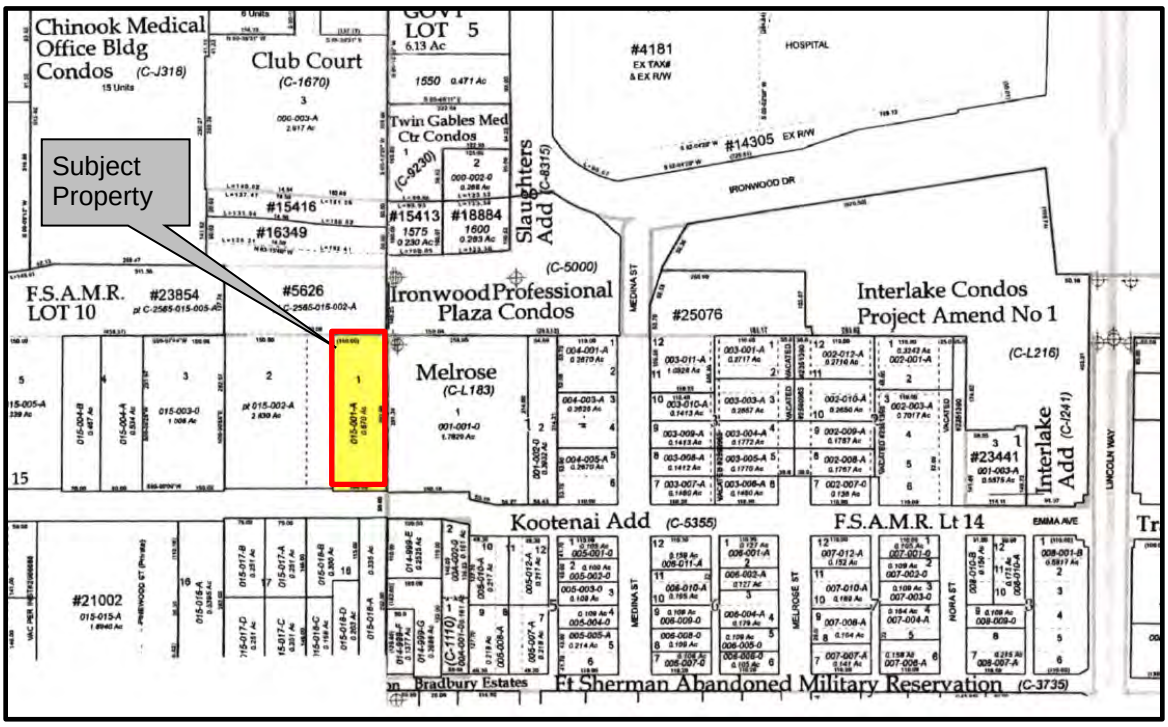
AERIAL PHOTO:

BIRDS EYE AERIAL PHOTO - 1:



BIRDS EYE AERIAL PHOTO - 2:

APPLICANT'S EXHIBIT OF PROPOSED ZONE CHANGE:

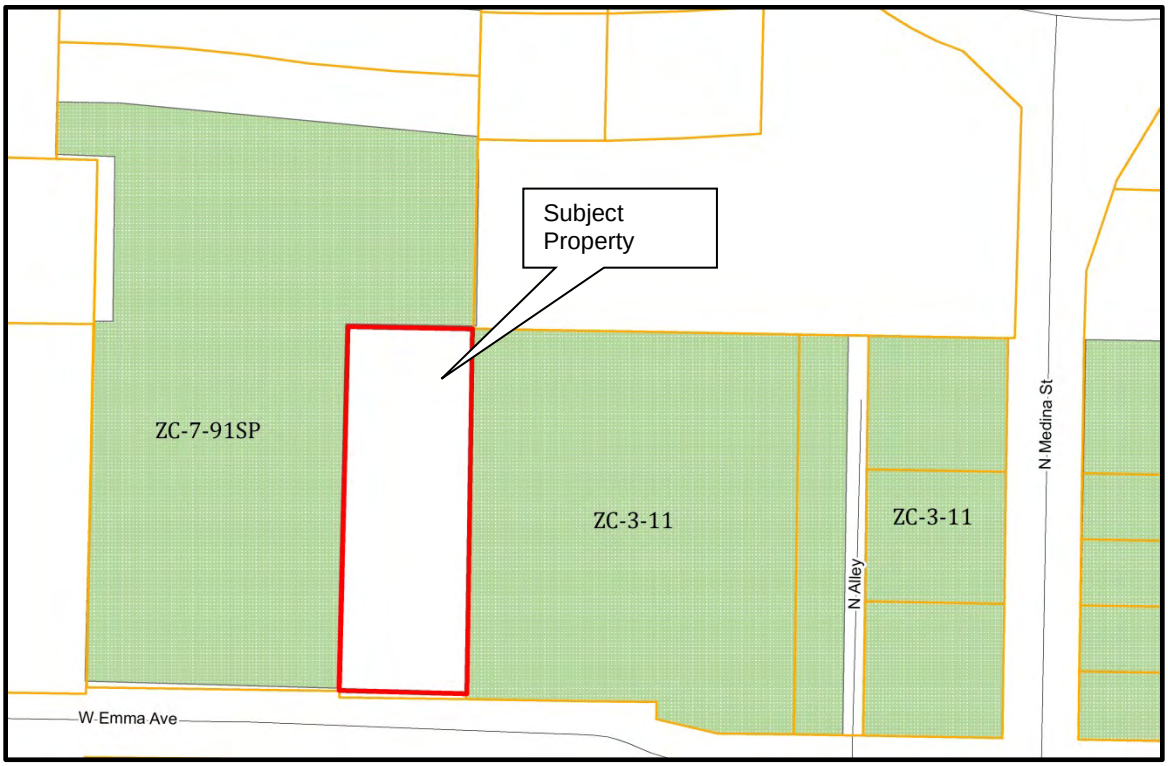


PRIOR LAND USE ACTIONS:

Planning Commission and City Council approved a zone change request in items ZC-7-91 west of the subject property from R-12 to R-17 in 1991. Another zone change was approved by the Planning Commission and City Council in 2011 to change the zoning clarification from R-12 to C-17L on the property to the east of the subject property in item ZC-3-11. As seen in the map provided below, the area is relatively established with approved zone changes to C-17L in the vicinity of the subject property.

See Prior Land Use Actions Map on next page.

PRIOR LAND USE ACTIONS MAP:



Zone Changes:

ZC-7-91SP	R-12 to R-17	Approved
ZC-3-11	R-12 to C-17L	Approved

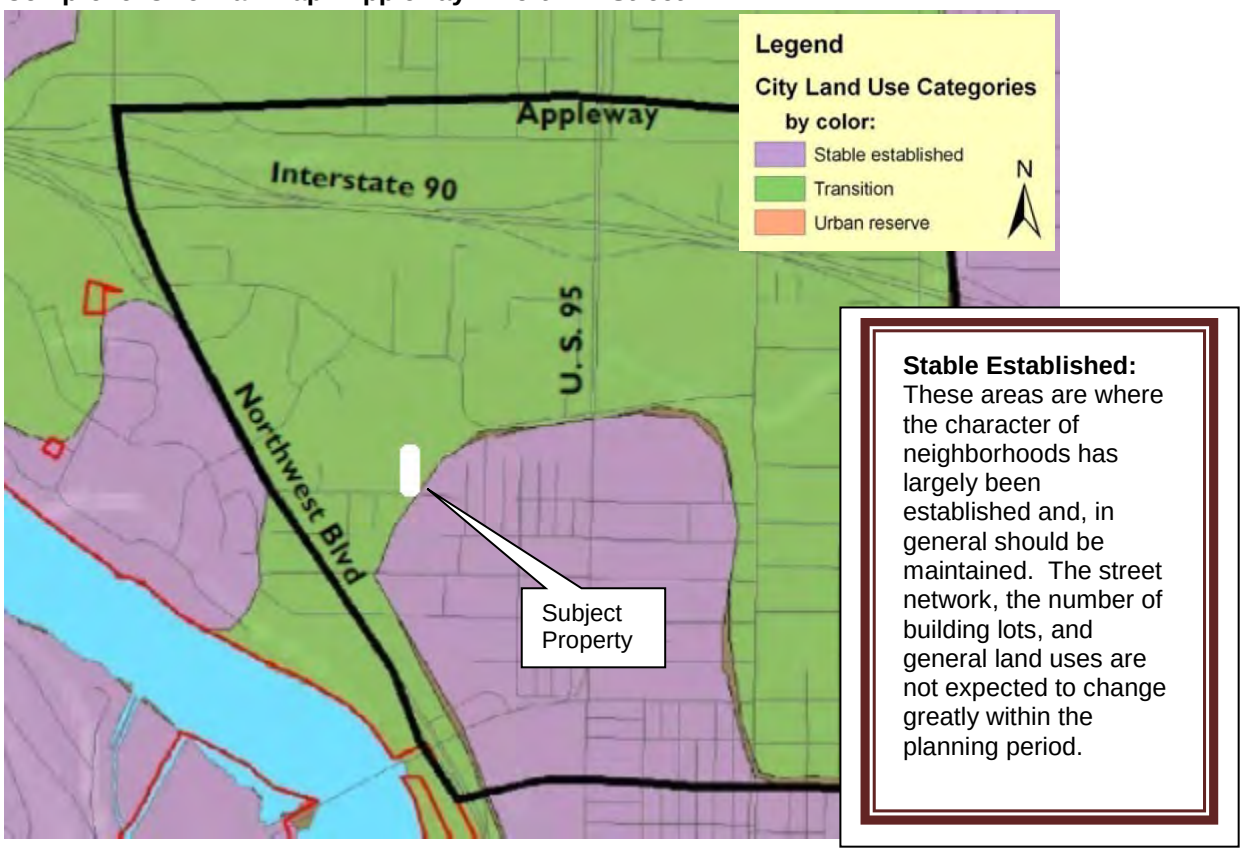
REQUIRED FINDINGS:

A. **Finding #B8:** **That this proposal (is) (is not) in conformance with the Comprehensive Plan policies.**

2007 COMPREHENSIVE PLAN- LAND USE CATEGORY:

- The subject property is within the existing city limits.
- The City Comprehensive Plan designates the subject site to be in the Appleway – North 4th Street area.
- The subject property is located in the City's Area of Impact

Comprehensive Plan Map: **Appleway – North 4th Street**



Appleway – North 4th Street Tomorrow:
The Appleway – 4th Street area is expected to be a mixed use area. The stable/established residential will remain. The west Ironwood corridor will require careful evaluation of traffic flow. Ironwood will be connected to 4th Street, enabling higher intensity commercial and residential uses.

The characteristics of the Appleway – North 4th Street neighborhoods will be:

- That overall density will approach six units per acre, with infill and multi-family housing located next to arterial and collector streets.
- That pedestrian and bicycle connections will be provided.
- Street widening and potential reconfiguration of US 95 should be sensitive to adjacent uses.
- Uses that strengthen neighborhoods will be encouraged.

The characteristics of the Appleway – North 4th Street commercial will be:

- Those commercial buildings will remain lower in scale than in the downtown core.
- Streetscapes should be dominated by pedestrian facilities, landscaping, and buildings.
- Shared-use parking behind buildings is preferred.

COMPREHENSIVE PLAN GOALS & OBJECTIVES THAT APPLY:

Objective 1.12 - **Community Design:**
Support the enhancement of existing urbanized areas and discourage sprawl.

Objective 1.14 - **Efficiency:**
Promote the efficient use of existing infrastructure, thereby reducing impacts to undeveloped areas.

Goal #2: Economic Environment
Our Comprehensive Plan preserves the city's quality workplaces and policies, and promotes economic growth**.**

Objective 2.01 – **Business Image & Diversity:**
Welcome and support a diverse mix of quality professional, trade, business, and service industries, while protecting existing uses of these types from encroachment by incompatible land uses.

Objective 2.02 – **Economic & workforce Development:**
Plan suitable zones and mixed use areas, and support local workforce development and housing to meet the needs of business and industry.

Goal #3: Home Environment
Our Comprehensive Plan preserves the city's qualities that make Coeur d'Alene a great place to live**.**

Objective 3.05 - **Neighborhoods:**
Protect and preserve existing neighborhoods from incompatible land uses and developments.

Objective 3.16 – **Capital Improvements:**
Ensure infrastructure and essential services are available for properties in development.

Objective 4.01 - **City Services:**
Make decisions based on the needs and desires of the citizenry.

Objective 4.06 - **Public Participation:**
Strive for community involvement that is broad-based and inclusive, encouraging public participation in the decision making process.

Evaluation: *The City Council must determine, based on the information before them, whether the Comprehensive Plan policies do or do not support the request. Specific ways in which the policy is or is not supported by this request should be stated in the finding.*

B. **Finding #B9:** **That public facilities and utilities (are) (are not) available and adequate for the proposed use.**

STORMWATER:
Stormwater issues are not a component of the proposed zone change. Any storm issues will be addressed at the time of development on the subject property. City Code requires a stormwater management plan to be submitted and approved prior to any construction activity on the site.

- Submitted by Chris Bosley, City Engineering

STREETS:
The subject property is bordered by Emma Ave to the south. This existing roadway is a partially developed street section (curb but no sidewalk). Required improvements will be addressed through the building permit/site development permit process at the time of development on the subject property. The Streets and Engineering Department has no objection to the zone change as proposed.

- Submitted by Chris Bosley, City Engineering

WATER:
There is adequate capacity in the public water system to support domestic, irrigation and fire flow for the proposed zone change of 925 W Emma Avenue. There is an existing 6" water main in Emma Avenue with 2-3/4" services stubbed to the lot. The Water Department has no objections to the zone change as proposed.

-Submitted by Kyle Marine, Assistant Water Superintendent

WASTEWATER:
This property is already connected to the Public Sanitary Sewer System within Emma Avenue. The parking lot proposal will not be permitted to discharge stormwater generated onsite into the public sanitary sewer. The Wastewater Department has no objection to the zone change as proposed.

-Submitted by Mike Becker, Utility Project Manager

FIRE:
The Fire Department works with the Engineering and Water Departments to ensure the design of any proposal meets mandated safety requirements for the city and its residents.

Fire department access to the site (road widths, surfacing, maximum grade, and turning radiuses), in addition to, fire protection (size of water main, fire hydrant amount and placement, and any fire line(s) for buildings requiring a fire sprinkler system) will be reviewed prior to building permit or site development, utilizing the currently adopted International Fire Code (IFC) for compliance. The City of Coeur d'Alene Fire Department can address all concerns at site and building permit submittals. The Fire Department has no objection to the zone change as proposed.

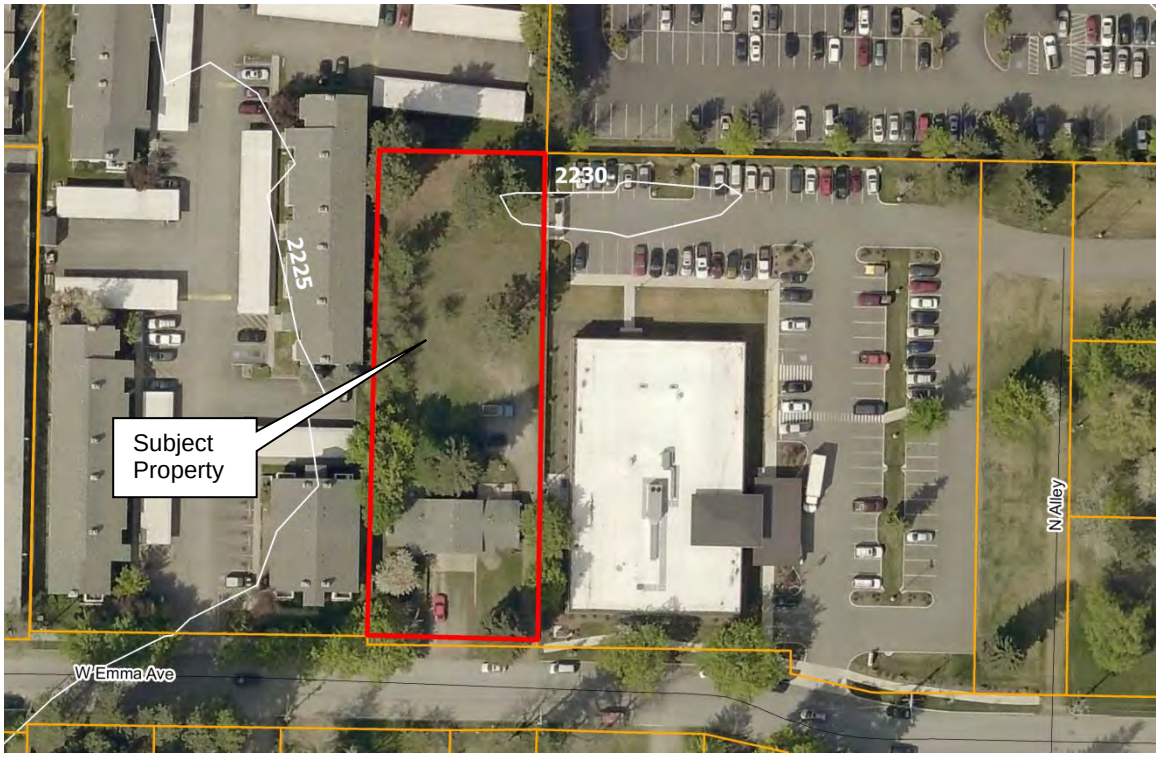
-Submitted by Bobby Gonder, Fire Inspector

Evaluation: *The City Council must determine, based on the information before them, whether or not the public facilities and utilities are adequate for the request.*

C. **Finding #B10:** **That the physical characteristics of the site (do) (do not) make it suitable for the request at this time.**

PHYSICAL CHARACTERISTICS:
The site is generally flat. There are no topographical or physical constraints that would make the subject property unsuitable to change the zoning from R-12 to C-17L. See topographic map below.

TOPOGRAPHIC MAP:



SITE PHOTO - 1: Southeast part of property looking northwest.

SITE PHOTO - 2: On Emma Avenue looking east.

SITE PHOTO - 3: East part of property looking north.

SITE PHOTO - 4: Northwest part of property looking southeast.

SITE PHOTO - 5: Northwest part of property looking east.

Evaluation: *The City Council must determine, based on the information before them, whether or not the physical characteristics of the site make it suitable for the request at this time.*

D. **Finding #B11:** **That the proposal (would) (would not) adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, (and) (or) existing land uses.**

TRAFFIC:

The proposed zone change would not likely adversely affect the surrounding area with regard to traffic. With newly installed traffic signals at Medina St/Ironwood Drive and Emma Ave/US-95, the streets have the available capacity to accommodate additional traffic generated from the subject site. The Streets & Engineering Department has no objection to the zone change as proposed.

-Submitted by Chris Bosley, City Engineering

NEIGHBORHOOD CHARACTER:

2007 Comprehensive Plan: Appleway - North 4th Street Today

This area is a diverse mix of residential, medical, commercial, and warehousing land uses. The area is very gently sloped with some drop in elevation within a block of Northwest Boulevard. This elevation change has also defined the break from commercial to residential uses for much of the area's history.

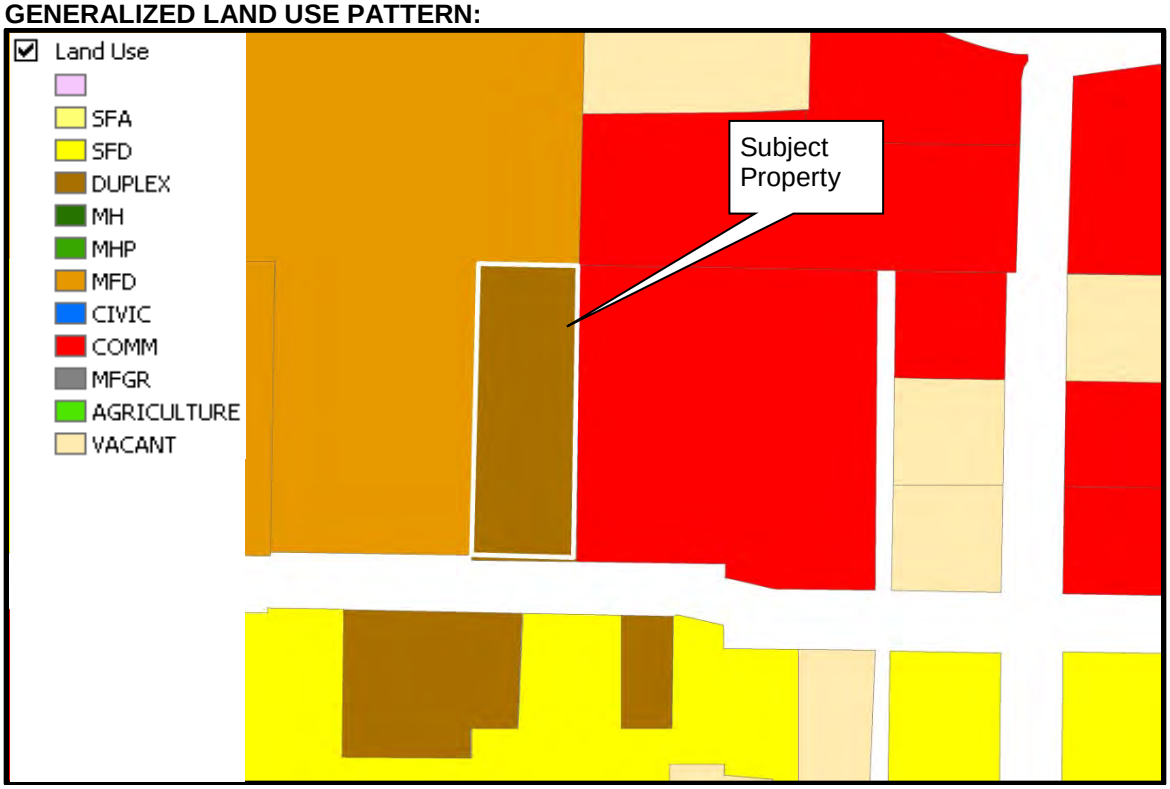
The south-west and south-central portions of the area consist primarily of stable, single-family housing at approximately five units per acre. The Winton Elementary School and park is located in this neighborhood. Various multi-family apartments, mostly constructed in the late 1970s and early 1980s, are located within the district. The most active area for construction within this district is the Ironwood corridor which consists of many health-care and professional offices west of US 95, with office and retail uses east of US 95.

SURROUNDING LAND USES AND ZONING:

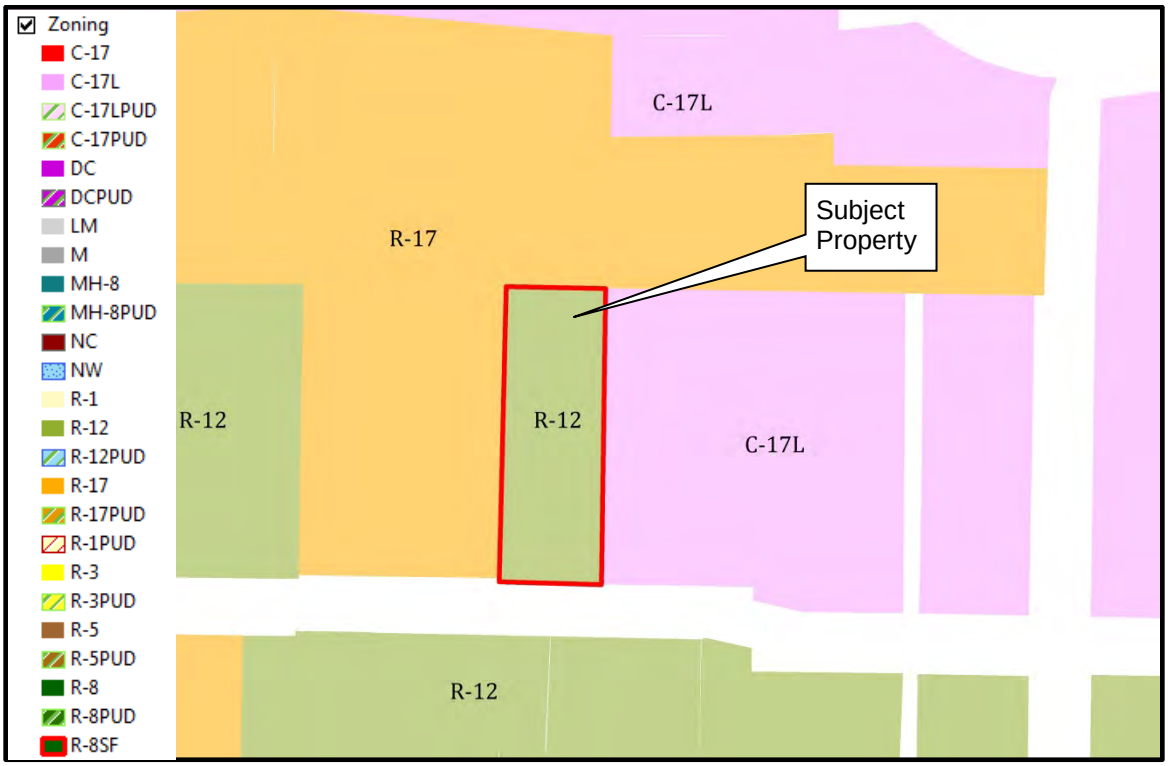
The property to the north and west of the subject site is a residential use and has multi-family units located on it. The properties to the south of the subject site are a residential use with duplexes and single family dwellings located on them. The property to the east of the subject site is a commercial use and it has the VA's Medical Clinic located on it. (See Land Use Map below)

The property to the west and north of the subject site is zoned R-17. The properties to the south are zoned R-12. The property to the east is zoned C-17L. Other properties to the east and north are also zoned C-17L. (See Zoning Map on page 14)

GENERALIZED LAND USE PATTERN:



ZONING MAP:



Approval of the zone change request would allow the uses by right to change from R-12 uses to C-17L uses (as listed below).

EXISTING ZONING: R-12 RESIDENTIAL ZONING DISTRICT
The R-12 district is intended as a residential area that permits a mix of housing types at a density not greater of twelve (12) units per gross acre.

17.05.180: PERMITTED USES; PRINCIPAL:
Principal permitted uses in an R-12 district shall be as follows:

- Civic Administrative Offices
- Duplex housing
- Essential service
- "Home occupation", as defined in this title
- Neighborhood recreation
- Public recreation
- Single-family detached housing as specified by the R-8 district

17.05.200: PERMITTED USES; SPECIAL USE PERMIT:
Permitted uses by special use permit in an R-12 district shall be as follows:

- Boarding house
- Childcare facility
- Commercial film production
- Commercial recreation
- Community assembly
- Community education
- Community organization
- Convenience sales
- Essential service
- Group dwelling - detached housing

- Handicapped or minimal care facility
- Juvenile offenders facility
- Noncommercial kennel
- Religious assembly
- Restriction to single-family only
- Two (2) unit per gross acre density increase

17.05.190: PERMITTED USES; ACCESSORY:
Accessory permitted uses in an R-12 district shall be as follows:

- Accessory dwelling units.
- Garage or carport (attached or detached).
- Private recreation facility (enclosed or unenclosed).

17.05.245: NONRESIDENTIAL SITE PERFORMANCE STANDARDS; MINIMUM YARD:
Minimum yard requirements for nonresidential activities in an R-12 district shall be as follows:

A. Front: The front yard requirement shall be twenty feet (20').

B. Side, Interior: The interior side yard requirement shall be twenty five feet (25').

C. Side, Street: The street side yard requirement shall be twenty five feet (25').

D. Rear: The rear yard requirement shall be twenty five feet (25'). However, the required rear yard will be reduced by one-half (1/2) when adjacent to public open space.

PROPOSED ZONING: C-17L COMMERCIAL ZONING DISTRICT:
The C-17L district is intended as a low density commercial and residential mixed district. This district permits residential development at a density of seventeen (17) units per gross acre as specified in the R-17 district and limited service commercial businesses whose primary emphasis is on providing a personal service.

17.05.580: PERMITTED USES; PRINCIPAL
Principal permitted uses in a C-17L district shall be as follows:

- Administrative offices
- Automobile parking when serving an adjacent business or apartment
- Banks and financial institutions
- Boarding house
- Childcare facility
- Commercial film production
- Community assembly
- Community education
- Duplex housing (as specified by the R-12 district)
- Essential service
- Group dwelling - detached housing
- Handicapped or minimal care facility
- Hospitals/healthcare
- Juvenile offenders facility
- Multiple-family housing (as specified by the R-17 district)
- Neighborhood recreation
- Nursing/convalescent/rest homes for the aged
- Personal service establishments
- Professional offices
- Public recreation
- Rehabilitative facility
- Religious assembly
- Single-family detached housing (as specified by the R-8 district)

17.05.590: PERMITTED USES; ACCESSORY

Accessory permitted uses in a C-17L district shall be as follows:

- Accessory dwelling units.
- Apartment for resident caretaker watchman.
- Outdoor storage or building when incidental to the principal use
- Private recreation (enclosed or unenclosed).
- Residential accessory uses as permitted by the R-17 district

17.05.600: PERMITTED USES; SPECIAL USE PERMIT

Permitted uses by special use permit in a C-17L district shall be as follows:

- Commercial kennel
- Commercial recreation
- Community organization
- Convenience sales
- Criminal transitional facility
- Food and beverage stores for off/on site consumption
- Hotel/motel
- Mobile food court
- Noncommercial kennel
- Remaining uses, not already herein permitted, of the C-17 district principal permitted uses
- Residential density of the R-34 district as specified
- Veterinary hospital
- Wireless communication facility

Evaluation: *The City Council must determine, based on the information before them, whether or not the proposal would adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, (and)/(or) existing land uses.*

PROPOSED CONDITIONS:

None

ORDINANCES & STANDARDS USED FOR EVALUATION:

2007 Comprehensive Plan
Transportation Plan
Municipal Code
Idaho Code
Wastewater Treatment Facility Plan
Water and Sewer Service Policies
Urban Forestry Standards
Transportation and Traffic Engineering Handbook, I.T.E.
Manual on Uniform Traffic Control Devices
2017 Coeur d'Alene Trails Master Plan

ACTION ALTERNATIVES:

The City Council will need to consider this request and make findings to approve, deny, or deny without prejudice. The findings worksheet is attached.

1. Applicant: Melrose Properties, LLC
Location: 925 W. Emma
Request: A proposed zone change from R-12 (Residential at 12 units/acre) to C-17L (Limited Commercial at 17 units/acre) zoning district.
QUASI-JUDICIAL (ZC-3-18)

Mike Behary, Planner, stated that the applicant is requesting approval of a zone change from R-12 to C-17L zoning district.

Mr. Behary provided the following statements:

- The subject property is currently occupied by a duplex that is located toward the front of the parcel.
- The rear portion of the subject property is vacant. The property to the east is occupied by North Idaho's VHA Community Based Outpatient Clinic (CBOC).
- The applicant has indicted that they are in communication and negotiations with the VA about the expansion of the VA's Medical Clinic parking lot from the adjacent parcel onto the subject site.
- The VA Clinic to the east of the subject site is the only medical clinic that serves veterans from the five northern counties. The applicant has indicated that the VA has been growing and their parking area is of concern for them.
- The applicant has indicated that the timing of this zoning request is driven by the VA's desire to expand their parking lot. The applicant has indicated that the vacant part of their property could accommodate the parking need for the VA Clinic.
- The VA Medical Center to the east of this site is zoned C-17L. The Kootenai Health Medical Facility is also zoned C-17L and that facility is in the vicinity and is located to the north and east of the subject site. The property located adjacent to the north and west of the subject site is zoned R-17 and have multi-family use located on it.
- However, it should be noted that if the parking lot proposal between the applicant and the VA Medical Center does not materialize, then any of the uses that are permitted in the C-17L would be allowed at this site.
- He noted that the Comprehensive Plan designates this area at Stable Established – Appleway - North 4th Street.
- He presented various photos of the applicant's property.
- He stated that there are no conditions proposed for this project.

Mr. Behary concluded his presentation and asked if the Commission had any questions.

Commission Comments:

Commissioner Ward noted the location map located on page two of the staff report, the east subject property is identified as Government Way and should be Highway 95 or Lincoln Way.

Public testimony open.

Ryan Nipp, applicant representative, provided the following statements:

- He stated 925 Emma is located in the rapidly growing Health Corridor.
- Kootenai Health has gone through significant expansion over the last few years, starting in 2014 with a multi-phase master plan for the hospital. The phase one was completed in 2016, including a $100,000 square foot expansion that includes a Birth Center and Neonatal Intensive Care Unit, Orthopedic and Neuro Surgery floor, plus the creation of a new north entrance and main lobby.
- The 45 million dollar Phase two expansion added 7,000 square feet of new space to the Emergency Department, and Phase three will build out the third floor to provide 32 private patient rooms in 2019.
- He stated the VA Clinic was completed in 2014, and is located next door to this property. The VA

includes physical therapy, behavioral health, pharmacy, lab and a planned eye clinic. He added it has five providers and five nurses that serve over 200 patients per day with plans to expand. This is the only VA clinic in the five northern counties and serves a wide veteran population.

- He explained with the Health Corridor, expansion of major transportation improvements were completed in 2017 to improve access to the corridor. What was added was new turn lanes and traffic light replacement at the intersection of Ironwood and Highway 95. New traffic lights were added at Highway 95 and Emma and Medina and Ironwood Drive.
- The parking lot at 700 Ironwood was expanded to accommodate the increasing patient visits.
- He explained the zone change request was driven by the VA's current desire to expand their parking lot. The VA facility continues to experience patient and employee growth with the need for additional parking. He explained that they have identified an area at the north end of adjacent 925 Emma parcel that could accommodate a future expansion of the VA's parking lot.
- He stated that the health corridor is growing and hopefully this zone change will be approved.

Mr. Nipp concluded his presentation and asked if the commission had any questions.

There were no questions for the applicant.

Public testimony closed.

Motion by Fleming, seconded by Mandel, to approve Item ZC-3-18. Motion approved.

ROLL CALL:

Commissioner Fleming	Voted	Aye
Commissioner Luttropp	Voted	Aye
Commissioner Mandel	Voted	Aye
Commissioner Ward	Voted	Aye

Motion to approve carried by a 4 to 0 vote.

COEUR D'ALENE PLANNING COMMISSION

FINDINGS AND ORDER

ZC-3-18

A. INTRODUCTION

This matter having come before the Planning Commission on August 14, 2018, and there being present a person requesting approval of ZC-3-18 , a request for a zone change from R-12 to C-17L zoning district.

APPLICANT: MELOROSE PROPERTIES, LLC

LOCATION: 925 W. EMMA AVENUE

B. FINDINGS: JUSTIFICATION FOR THE DECISION/CRITERIA, STANDARDS AND FACTS RELIED UPON

B1. That the existing land uses are residential, multi-family and commercial.

B2. That the Comprehensive Plan Map designation is Stable Established, Appleway – North 4th Street Tomorrow.

B3. That the zoning is R-12.

B4. That the notice of public hearing was published on, July 20, 2018, which fulfills the proper legal requirement.

B5. That the notice of public hearing was posted on the property on July 2018, which fulfills the proper legal requirement.

B6. That notices of public hearing were mailed to all property owners of record within three-hundred feet of the subject property.

B7. That public testimony was heard on August 14, 2018.

B8. That this proposal is in conformance with the Comprehensive Plan policies as follows:

Objective 1.12 - Community Design:
Support the enhancement of existing urbanized areas and discourage sprawl.

Objective 1.14 - Efficiency:
Promote the efficient use of existing infrastructure, thereby reducing impacts to undeveloped areas.

Goal #2: Economic-Environment
Our Comprehensive Plan preserves the city's quality workplaces and policies, and promotes economic growth.

B9. That public facilities and utilities are available and adequate for the proposed use. This is based on the information provided in the staff report from other departments.

B10. That the physical characteristics of the site do make it suitable for the request at this time because it is a flat site, easy to build on with a slight westerly grade.

B11. That the proposal would not adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, or existing land uses because we don't know about future traffic but the roads have been upgraded to allow the C-17L traffic load.

C. ORDER: CONCLUSION AND DECISION

The Planning Commission, pursuant to the aforementioned, finds that the request of Melrose Properties, LLC for a zone change, as described in the application should be approved.

Special conditions applied are as follows:

None.

Motion by Fleming, seconded by Mandel, to adopt the foregoing Findings and Order.

ROLL CALL:

Commissioner Fleming	Voted Yes
Commissioner Mandel	Voted Yes
Commissioner Luttropp	Voted Yes
Commissioner Ward	Voted Yes

Commissioners Messina and Rumpler were absent.

Motion to approve carried by a 4 to 0 vote.

VICE CHAIR JON INGALLS

City Council Meeting

City of Coeur d'Alene IDAHO

September 18, 2018

ZC-3-18 Zone change from R-12 to C-17L
+/- .67 Acres

APPLICANT:

Melrose Properties LLC
2100 Northwest Blvd, Suite 350
Coeur d'Alene, ID 83815

REQUEST:

Zone change from R-12 to C-17L zoning district.

ZC-3-18 Zone change from R-12 to C-17L
+/- .67 Acres

LOCATION:

Property located at 925 Emma Avenue.

LEGAL NOTICE:

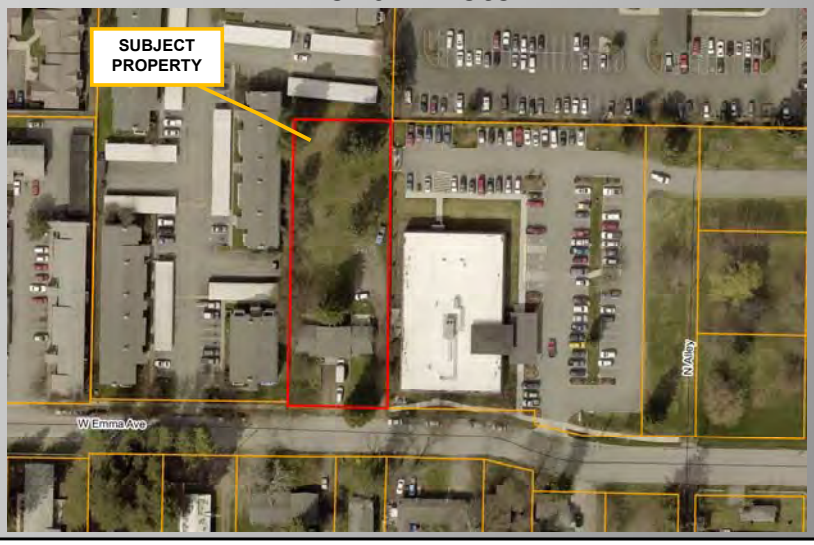
Published in the CDA Press on September 1, 2018

ZC-3-18 Zone change from R-12 to C-17L
+/- .67 Acres

Location Map

ZC-3-18 Zone change from R-12 to C-17L
+/- .67 Acres

Aerial Photo

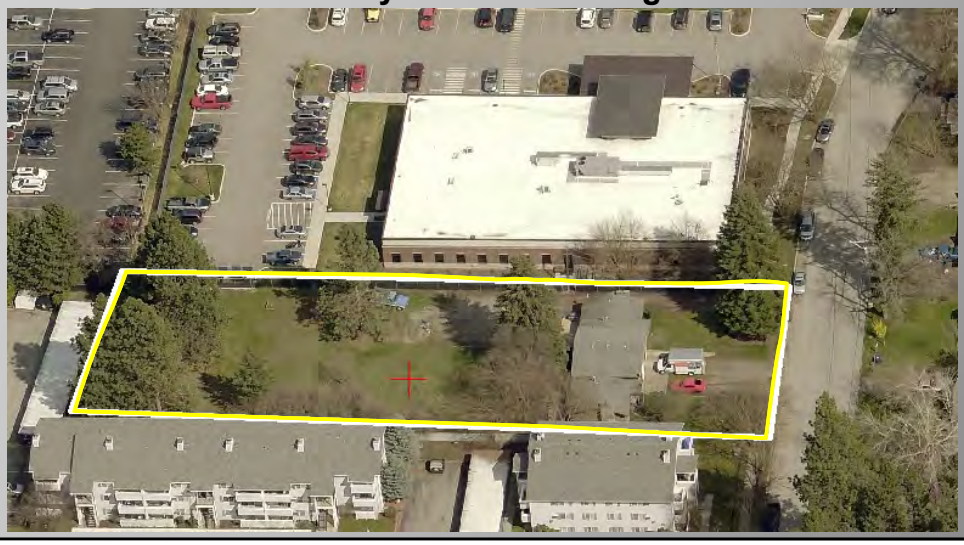


ZC-3-18 Zone change from R-12 to C-17L
+/- .67 Acres

Birds Eye View – looking North

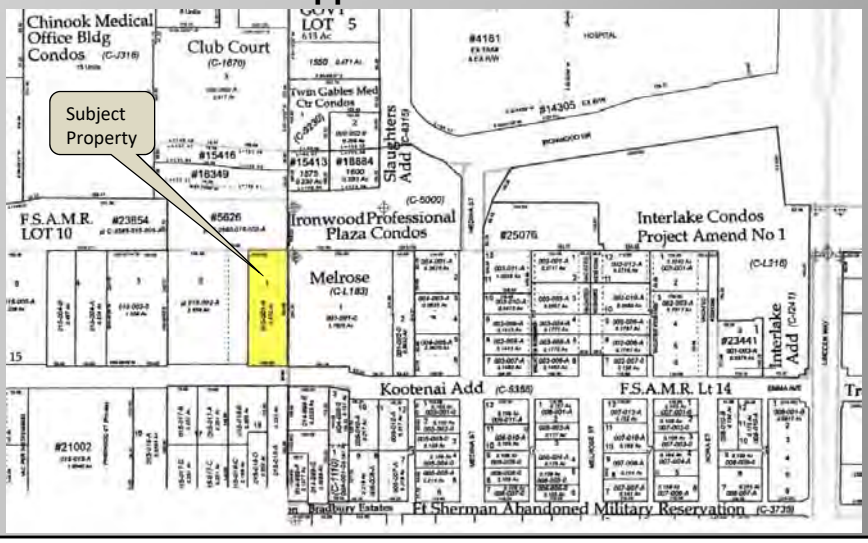
ZC-3-18 Zone change from R-12 to C-17L
+/- .67 Acres

Birds Eye View – Looking West



ZC-3-18 Zone change from R-12 to C-17L
+/- .67 Acres

Applicant's Exhibit



ZC-3-18 Zone change from R-12 to C-17L
+/- .67 Acres

Finding #B8:
That this proposal (is) (is not) in conformance with the Comprehensive Plan.

Finding #B9:
That public facilities and utilities (are) (are not) available and adequate for the proposed use.

Finding #B10:
That the physical characteristics of the site (do) (do not) make it suitable for the request at this time.

Finding #B11:
That the proposal (would) (would not) adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, (and) (or) existing land uses.

ZC-3-18 Zone change from R-12 to C-17L
+/- .67 Acres

Finding #B8:
That this proposal (is) (is not) in conformance with the Comprehensive Plan.

2007 Comprehensive Plan:
Appleway – North 4th

ZC-3-18 Zone change from R-12 to C-17L
+/- .67 Acres

COMPREHENSIVE PLAN OBJECTIVES:

Objective 1.12 Community Design:
Support the enhancement of existing urbanized areas and discourage sprawl.

Objective 1.14 Efficiency:
Promote the efficient use of existing infrastructure, thereby reducing impacts to undeveloped areas.

Objective 3.05 Neighborhoods:
Project and preserve existing neighborhoods from incompatible land uses and developments.

ZC-3-18 Zone change from R-12 to C-17L
+/- .67 Acres

Finding #B9:

That public facilities and utilities (are) (are not) available and adequate for the proposed use.

- City staff from Engineering, Streets, Water, Fire, Parks, and Wastewater Departments have reviewed the application request in regards to public utilities and public facilities.
- Each department has indicated that there are adequate public facilities and public utilities available to serve the proposed request.
- No objection to this zone change request as proposed.

City of Coeur d'Alene IDAHO

ZC-3-18 Zone change from R-12 to C-17L
+/- .67 Acres

Finding #B10:

That the physical characteristics of the site (do) (do not) make it suitable for the request at this time.

PHYSICAL CHARACTERISTICS:

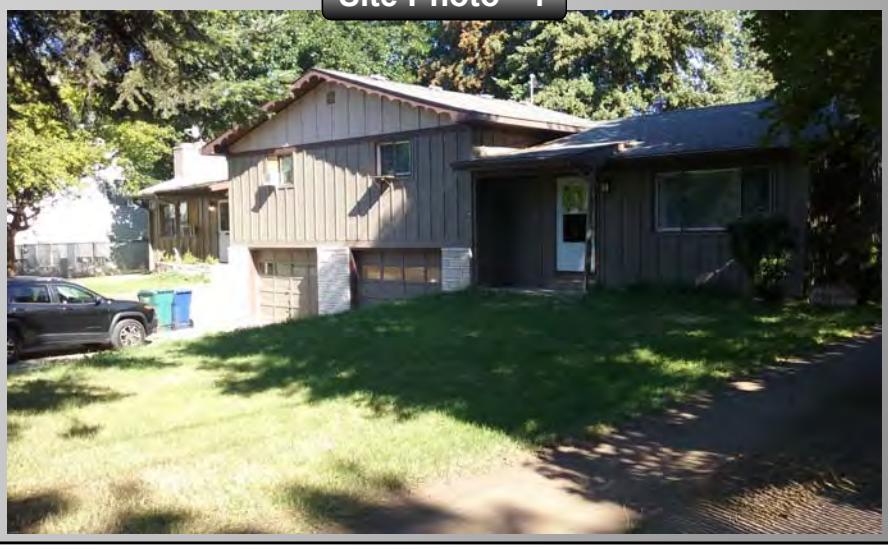
The site is generally flat. There are no topographical or physical constraints that would make the subject property unsuitable to change the zoning from R-12 to C-17L

ZC-3-18 Zone change from R-12 to C-17L
+/- .67 Acres

Topographic Map

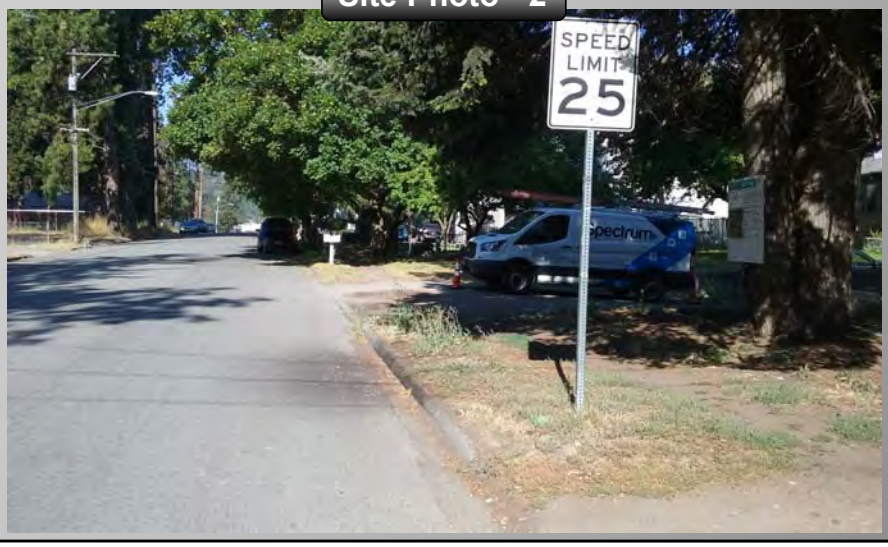
ZC-3-18 Zone change from R-12 to C-17L
+/- .67 Acres

Site Photo - 1



ZC-3-18 Zone change from R-12 to C-17L
+/- .67 Acres

Site Photo - 2

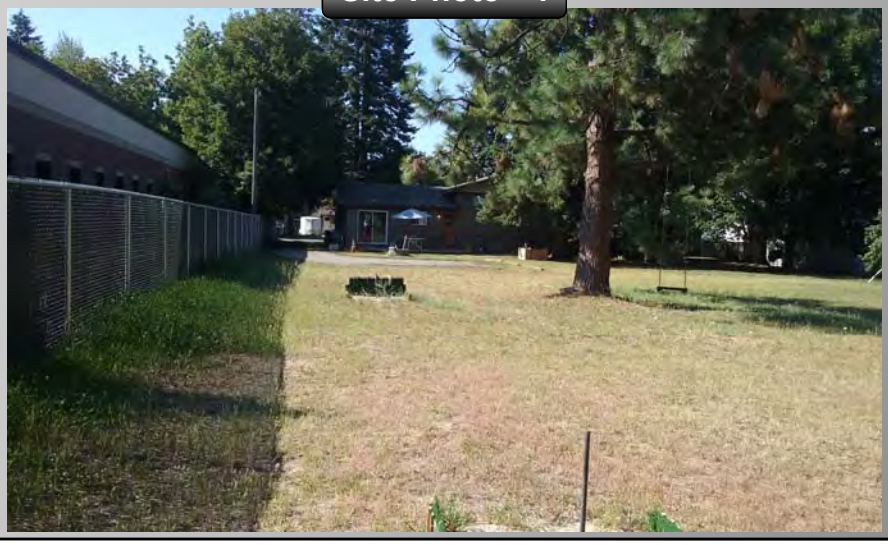


ZC-3-18 Zone change from R-12 to C-17L
+/- .67 Acres

Site Photo - 3

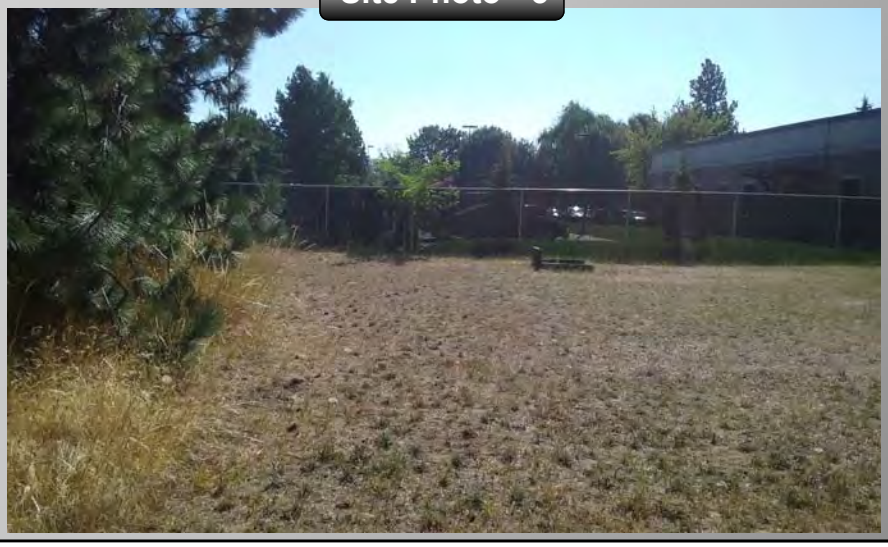
ZC-3-18 Zone change from R-12 to C-17L
+/- .67 Acres

Site Photo - 4



ZC-3-18 Zone change from R-12 to C-17L
+/- .67 Acres

Site Photo - 5



ZC-3-18 Zone change from R-12 to C-17L
+/- .67 Acres

Finding #B11:

That the proposal (would) (would not) adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, (and) (or) existing land uses.

Traffic:

The proposed zone change would not likely adversely affect the surrounding area with regard to traffic. With newly installed traffic signals at Medina St/Ironwood Drive and Emma Ave/US-95, the streets have the available capacity to accommodate additional traffic generated from the subject site. The Streets & Engineering Department has no objection to the zone change as proposed.

-Submitted by Chris Bosley, City Engineering

ZC-3-18 Zone change from R-12 to C-17L
+/- .67 Acres

Zoning Map

ZC-3-18 Zone change from R-12 to C-17L
+/- .67 Acres

Proposed C-17L Zoning District:

The C-17L district is intended as a low density commercial and residential mixed district. This district permits residential development at a density of seventeen (17) units per gross acre as specified in the R-17 district and limited service commercial businesses whose primary emphasis is on providing a personal service.

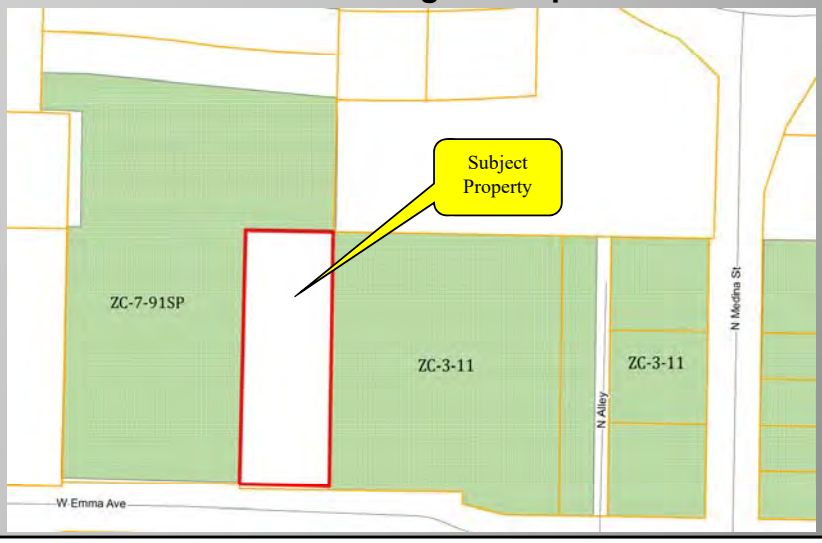
ZC-3-18 Zone change from R-12 to C-17L
+/- .67 Acres

The following is a list of some of the Principal Uses that are permitted in the C-17L district:

- Administrative offices
- Banks and financial institutions
- Community assembly
- Hospitals/healthcare
- Religious assembly
- Professional offices
- Nursing/convalescent/rest homes for the aged
- Multiple-family housing (as specified by the R-17 district)

ZC-3-18 Zone change from R-12 to C-17L
+/- .67 Acres

Zone Changes - Map



ZC-3-18 Zone change from R-12 to C-17L
+/- .67 Acres

Land Use Map

ZC-3-18 Zone change from R-12 to C-17L
+/- .67 Acres

DECISION POINT: **Zone Change**

Consider the requested zone change from R-12 to C-17L on approximately .67 acres.

ZC-3-18 Zone change from R-12 to C-17L
+/- .67 Acres

ACTION ALTERNATIVES:

The City Council will need to consider this request and make appropriate findings to:

- ❑ Approve
- ❑ Deny
- ❑ Deny without prejudice.

ZC-3-18 Zone change from R-12 to C-17L
+/- .67 Acres